

THOMAS ALLEN

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Efficiency-minded US Army Communications veteran with experience in energy management and data/document control, in military and civilian applications. Seasoned building inspector and consultant, focusing on EHS, building science, and energy efficiency. My military background and affinity for detail have amplified my contributions to my teams in the Oil & Gas, Construction, and Project Management landscapes. Originally certified as a HERS Rater (expired in 2023) and ISO 50001 (expired in 2021), now dual certified as a Building Analyst-Technician and -Professional (expires 04/2027).

Well-versed in 3D energy modeling, energy management, energy audits, weatherization, building/duct tightness testing, and more. As a customer-facing SME in the energy industry, my attention to detail and willingness to be thorough have uncovered energy overcharges, inappropriately applied energy tariffs, and flat-out mismatched energy consumption reports.

SKILLS & CERTIFICATIONS

- Excel, Power BI & SAP
- EDMS, MS Office Suite
- Project Administration, Document Control
- Certified Building Analyst, ISO 50001
- Energy Audits and Management
- 3D Energy Modeling & Forecasting

EDUCATION & TRAINING

JANUARY 2013 - MAY 2017

B.S., PSYCHOLOGY, UNIVERSITY OF SOUTH CAROLINA - UPSTATE

- 3.4 GPA; Dean's List Spring & Fall 2015
- 6-month internship with School Counselor, Whitlock Flex Learning Center in Spartanburg, SC
- Focus on Family, Adolescent, and Social Psychology; goal is to work with at-risk youth

APRIL 2024

PROFESSIONAL CERTIFICATION, BPI - BUILDING PERFORMANCE INSTITUTE

- Building Analyst Technician (BA-T) and Building Analyst Professional (BA-P); ID # - 5071385
- A BA-T's work includes data collection and diagnostic testing for a whole-home assessments. The BA-T's skills and knowledge include: buildings & their systems, testing & data collection, and industry standards.
- A BA-P is a certified Building Analyst Technician who also conducts energy modeling, building analysis, and data evaluation in order to provide a comprehensive report with a list of prioritized home performance recommendations.

EXPERIENCE

APRIL 2024 – FEBRUARY 2025

ENERGY AUDITOR

FRANKLIN ENERGY – SPARTANBURG, SC

- Promote the energy efficiency program through scheduled energy assessments
- Complete walk-through energy assessments that identify key natural gas and electric saving opportunities (all living space, basement, attic)
- Identify and provide documentation of opportunities for energy efficiency and provide follow-up to customers
- Lead presentations promoting energy efficiency programs for targeted groups
- Work with building owners and property managers to provide energy efficiency advice and assistance in participating in energy efficiency programs

JULY 2023 – JANUARY 2024

COLLECTIONS SPECIALIST

HUBBELL – GREENVILLE, SC

- Conducts account maintenance activities using SAP & Power BI
- Resolves short-pays, chargebacks, credit memos and payment application issues
- Monitors a portfolio of accounts to assess receivables condition
- Performs account analysis to identify trends, problems and root causes of ongoing issues and outlines solution plans to improve the situation for both company and customer
- Performs account reconciliations, daily credit hold/releases, monthly statement and/or dunning letter processing, and suggesting accounts for credit limit reviews

DECEMBER 2022 – JULY 2023

DOCUMENT CONTROLLER II

WOOD – GREENVILLE, SC

- Register and transmit internal, vendor and client documentation for the project
- Ensure all project documentation, including AutoCAD files, is imported into document management system (FusionLive and PaceSetter) and filed accordingly
- Manage the supplier document submission process acting as a key point of contact for system and process related queries
- Updating and maintaining the registers and metadata held within the Document Control system and EDMS

OCTOBER 2020 – OCTOBER 2021

DOCUMENT MANAGEMENT TECH

FLUOR – GREENVILLE, SC

- Scanning and editing: scan an average of 9,000+ documents daily, ensuring all information is legible and matches the original
- Equipment maintenance and accountability: consulted with Document Management in global installations to confirm equipment location via serial numbers. Also scheduled and recorded equipment maintenance
- Daily use of Kofax, Adobe, and DMS; archiving documents in accordance with company requirements
- Receiving, maintaining, controlling, distributing, and filing documentation in line with Project requirements

NOVEMBER 2018 – OCTOBER 2020

ENERGY COMPLIANCE CONSULTANT

PATH LIGHT PRO – GREENVILLE, SC

- Assess, create and monitor storm/wastewater protocols of new residential construction sites; RESNET (Residential Energy Services Network) certified in January 2020.
- Test and evaluate ductwork and home insulation for energy efficiency, adhering to city, county, and state guidelines
- Tour active construction sites to review current safety applications are properly used and suggest better OSHA-based safety tools and practices
- All ISO 14000 and ISO 50001 standards were used as basis for consultations

DECEMBER 2016 – NOVEMBER 2018

INSURANCE PREMIUM AUDITOR

AFIRM – GREENVILLE, SC

- Conduct, complete and submit commercial and residential audits of the insured's physical location(s) and/or financial history, per underwriter's instructions.
- Physical inspection: roof, plumbing, electrical and HVAC systems; sprinklers and risers, fire extinguishers, fire alarms; property liability theft prevention for fire & safety adherence
- All consultation suggestions were made with ISO 45001 and ISO 31000 as policy standards
- Covered a region ranging from central NC to northeast GA (trips around 200-300 miles RT)

