

ERIC AMINI-RAD

WEATHERIZATION PROGRAM DIRECTOR

Contact

(660) 216-9429 

eaminirad@gmail.com 

Kirksville, MO 63501 

Summary

- Results-driven program management professional with a strong track record of successfully driving projects and initiatives. Skilled in strategic planning, budget management, and stakeholder engagement. Known for fostering team collaboration and adapting to evolving project requirements to ensure consistent achievement of objectives.
- Proven abilities in leadership, problem-solving, and delivering impactful results. Extensive experience in managing program operations and delivering impactful outcomes. Leveraging strong project management and leadership skills to consistently drive success while effectively communicating and optimizing resources.

Skills

- Energy Efficiency Improvement
- Client Correspondence
- Document Organization
- Critical Thinking
- Energy Usage Analysis
- Time Management
- Quality Assurance
- Contract Management
- State and Federal Regulation Compliance
- Budgeting with Budget Variance Analysis multi-million dollar grant projects, up to six projects simultaneously
- Oversight and Coordination of program auditors
- Proficiency Microsoft Office Software
- Proficiency Project Management Proprietary Software
- Complex Problem-Solving
- Supervisory Oversight of work crews
- Effective staff and program leadership
- Interagency / interagency collaboration
- Staff training and development
- Strategic planning
- Work in conjunction with agency Board of Directors

Experience

WEATHERIZATION ENERGY AUDITOR

Jan 2010 - Present

CAPNEMO — Kirksville, MO

- Identified any health and safety issues related to planned weatherization projects.
- Oversaw installation of equipment such as water heater wraps, pipe insulation, weather-stripping, door sweeps, and other measures to improve energy efficiency.
- Identified opportunities to improve operation, maintenance and energy efficiency of building and process systems.
- Calculated potential for energy savings.

WEATHERIZATION PROGRAM DIRECTOR

Feb 2018 - Present

CAPNEMO — Kirksville, MO

- Developed budgets for program activities and monitored expenditures to ensure that remained

within budgetary limits.

- Monitored/maintained new and existing client files, ensuring proper documentation.
- Directed and coordinated activities of personnel within Weatherization department.
- Performed personnel duties, such as hiring staff and evaluating work performance.
- Reviewed information about weatherization assistance program and client files for accuracy and provided such information to required outlets.
- Created ideas for program development and outreach.

Oct 2014 - Present

WEATHERIZATION QUALITY CONTROL INSPECTOR

CAPNEMO — Kirksville, MO

- Conducted onsite inspections of homes weatherized through DOE funds, ensuring program guidelines and customer satisfaction was met.
- Maintained inspection records and documentation associated with quality program.
- Conducted customer visits to confirm satisfaction and gather feedback to identify areas of improvement.

WEATHERIZATION BUILDING ANALYST PROFESSIONAL

Oct 2011 - Present

CAPNEMO — Kirksville, MO

- Conducts energy modeling
- Building analysis
- Data evaluation
- Pre-requisite for Energy Auditor & Quality Control Inspector certifications

WEATHERIZATION BUILDING ANALYST TECHNICIAN

Jan 2010 - Present

CAPNEMO — Kirksville, MO

- Diagnostic testing for a whole-home assessment
- Buildings & their systems
- Testing & data collection
- Industry standards
- Pre-requisite for Energy Auditor & Quality Control Inspector certification

Education & Certifications

- La Plata High Graduate, La Plata, MO - 2004
- Building Professional Institute (BPI) Certified Energy Auditor – 2010 - present
- BPI Certified Quality Control inspector – 2018 - present
- BPI Certified Building Analyst Professional – 2011 - present
- BPI Certified Building Analyst Technician – 2010 - present
- Lead Renovator certified – 2010 - present
- OSHA 30 & Confined Space certifications – 2010 - present

Community Leadership & Engagement

- Certified Community Action Professional (C-CAP) - 2025
- Kirksville Chamber of Commerce - Leadership Institute Graduate – 2025
- Kirksville Taekwondo, LLC (USTF) – 5th Degree Blackbelt, Instructor and program assistant – 2003 - present
- Kirksville Kickboxing – Director and Instructor – 2011 – present
- Adair County Humane Society – volunteer 2015 – present

References

References available upon request.