

# Abiola O. Duro-Emanuel

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BPI certified Building Analyst - Technician adept at conducting energy audits, diagnosing inefficiencies, and recommending tailored solutions to enhance building performance. Proven track record in optimizing energy usage, reducing costs, and promoting sustainability.

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## RELEVANT SKILLS & EXPERTISE

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- Energy Audits:** Conducting thorough energy audits to assess the overall energy performance of buildings. This involves analyzing energy usage patterns, inspecting insulation levels, evaluating HVAC systems, and identifying areas of energy loss or inefficiency.
- Diagnostic testing:** Performing a variety of diagnostic tests to pinpoint sources of energy waste and air leakage within the building envelope.
- Data Analysis:** Analyzing data collected during audits and tests to identify opportunities for energy savings and improvements in building performance.
- Client Education/Quality Assurance:** Educating building owners, occupants, and other stakeholders about energy efficiency principles, recommended upgrades, and the benefits of improving building performance.

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## BPI CERTIFIED EXPERIENCE

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**Building Analyst-Technician** • *Building Performance Institute, Inc* **03/2024**

- Responsible for assessing the energy performance and efficiency of buildings through various diagnostic tests and inspections.
- Identify areas for improvement in insulation, air sealing, HVAC systems, and other factors affecting energy consumption, ultimately aiming to enhance energy efficiency and reduce environmental impact.
- Perform blower door tests to measure air infiltration rates, thermal imaging to detect insulation gaps or thermal bridges, and combustion safety testing to assess the safety and efficiency of heating systems.

**Building Analyst-Professional** • *Building Performance Institute, Inc* **03/2024**

- The BPI Building Analyst Professional (BA-P) is an advanced certification for home performance professionals. 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.
- The BA-P certification is earned by passing an online written exam. An active Building Analyst Technician (BA-T) certification is required for BA-Ps

**Google Data Analytics Certificate** • *Virtual* **07/2023**

- Cultivated skills in the **collection, transformation, organization, and visualization** of data in order to draw conclusions, make predictions, and drive informed decision-making
- Completed **hands-on labs** and a **capstone project** (case study) to master the art and science of asking questions, preparing, processing, analyzing, visualizing, and acting on data as encountered in real-world scenarios

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## PROFESSIONAL EXPERIENCE

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**Client Retention Manager/Installer** • *Sunlight Power Technologies, Wayne, MI* **10/2011 - Present**

- Utilized creative and professionally aggressive marketing, business development and client penetration/ retention strategies to grow our client list from 3 gas stations to over 35 gas stations, and over 20 grocery stores across southeast Michigan.
- Developed a system of company standards of a high quality lead; effectively connect with said leads to establish and nurture new customer relationships, creating an understanding of what specific marketing problems they need our help addressing
- Actively performed both business development and account executive duties; setting appointments and following up with clients, also conduct daily/weekly/monthly department and company meetings to share success/failures and discuss effective sales/business development strategies and methods

**Medical Front Office Assistant** • *Shanle Psychological Services, Grosse Pointe, MI* **09/2023 - Present**

- Oversee the day-to-day administrative operations of 3 outpatient healthcare facilities
- Appointment Scheduling: Managing patient appointments, rescheduling as needed, and accommodating urgent or walk-in cases.
- Ensuring the front office staff follows healthcare regulations and maintaining patient confidentiality in accordance with HIPAA.
- Supervising front desk personnel, assigning tasks, and providing training and support as required.

**Leasing Office Manager • McWhorter Development, Detroit, MI**

**06/2021 - 09/23**

- Manage leasing experience for prospective tenants from start to finish by exhibiting empathy and building strong relationships with clients, resulting in signed leases and consistently maintaining unit capacity
- Maintain relationships with prospective/future tenants by upkeeping an organized and up to date database of applicants, leading to a more familiar and positive brand recognition of the apartment complex.
- Preparing financial reports, monitor budgets, and coordinating with property owners regarding financial matters
- Hire/Supervise and collaborate with maintenance staff and external contractors to address repair and maintenance requests, conducting regular property inspections, and ensuring that the property is well-maintained and in compliance with safety standards

**Account Manager • ProTrans International, Romulus, MI**

**10/2019 - 03/2020**

- Direct point of contact between ProTrans and its clients(auto manufacturers shipping parts cross country). Specializing in supporting relations between dock operations(our floor crew), freight carriers (the drivers) and account holders.
- Managed account inventory and warehouse floor space to ensure that quality, quantity and customer satisfaction standards were met in a timely manner
- Maintain dependable communication with manufacturers, my supervisors, floor crew and customers alike
- Improved data input flow by utilizing Microsoft Excel's "sheets" feature to keep weekly Mon-Fri metrics and data in a single document, rather than a new document every day of the week. Resulting in a neater, more concise storage of yearly data. A personal practice that was incorporated into the operations training process.