

# **KRIST R. MATTHEW**

304 Black Barren Road  
Peach Bottom, PA 17563  
Cell: 302-287-4852  
KristMatthew@hotmail.com

## **Career Objective**

To use my education, diverse leadership, and work experience to advance my academic knowledge and hands on experience in the Energy Efficiency profession.

## **Education**

**Pennsylvania State University, University Park, PA** Received 5/2019  
B.S. Energy and Sustainability Policy

**Delaware Technical Community College, Newark, DE** Received 5/2016  
A.S. Energy Management

**Baltimore International College, Baltimore, MD** Received 5/2006  
A.S. Professional Cooking and Baking

## **Armed Services Experience**

**U.S. Navy**

**Veteran with Honorable Discharge –** 9/2001- 9/2004

## **Work/ Education Experience**

### **Franklin Energy, Newport, DE**

December 2018 – Current

Title: **Energy Advisor III**

Responsible for promoting energy efficiency programs to customers and trade allies within assigned territory. Work with residents, building owners, and property managers to provide energy efficiency advice and assistance in participating in energy efficiency programs. Provide expert advice and coordination for programs whereas recommending specific modifications to electric and/or gas systems; while also discussing technical elements of energy consuming equipment—i.e., lighting, HVAC, hot water systems, building and pipe insulation, air sealing, and the benefits of becoming energy efficient.

### **CMC Energy Services, Fort Washington, PA**

August 2018 – November 2018

Title: **Program Support Supervisor**

Responsible for the day-to-day activities of the PECO Data Support Department and its two technicians. In charge of inventory, equipment, and maintenance for PECO's LIURP and LEEP programs. Regularly perform data entry, reconciliation, reporting, invoicing, and overall program administrative support.

### **Integrity Construction Company – subsidiary of Interfaith Community Housing of Delaware, Wilmington, DE**

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January 2018 – August 2018

Title: **Weatherization Assistance Program  
Administrator**

Provided team leadership, coordination and supervision needed for the housing improvement program to meet production and quality objectives. Maintained an understanding of policies, regulations, contract requirements and technical processes of the Weatherization Assistance Program. Maintained detailed and accurate program/project records and files. Prepared program reports and supporting information on program operations and status needed for effective management and compliance with funding contracts. Prepared and submitted draft work programs, budgets, and funding reports, along with inventory management.

### **HELP Initiative, Inc., Dover, DE**

2017 - 2018:

Title: **Program Operations**

Planned and implemented the Lights-On Dover Strong Campaign by sourcing out energy efficiency measures and program managing their installation within the City of Dover. Responsible for designing and implementing the HELP Initiative website and working with a marketing consultant to gain maximum impact from social marketing initiatives.

### **Energy Educator Assistant, First State Community Action Agency, Georgetown, DE**

2016 - 2016

Title: **Intern**

Reviewed and updated client intake and demographic information in client files. Collected energy consumption data and conducted performance measures on clients. Provided a variety of support and referral services as directed by the facility Energy Educator. Operated a variety of office equipment such as computer, copier and telephone systems and maintained a professional, positive, and client centric approach in all job-related activities.

### **Assistant to Certified Energy Manager, Veteran's Administration Hospital, Wilmington, DE**

2015 - 2016

Title: **Intern**

Assisted CEM with maintaining and assessing hospital building energy consumption by collecting and validating energy systems data, assisting with energy audits, follow up on utility worker orders, assist CEM or Project Manager with on-site energy efficiency assessments as needed, and maintaining accurate energy database records.

### **Delaware Technical & Community College Energy and Sustainability Youth Summer Camp, Stanton, DE**

August 2015

Title: **Camp Counselor**

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Assisted camp director with the instruction and of basic green energy and environmental sustainability educational courses and field trips for children ages 6-13.

### **Methodist Country House, Greenville, DE**

2007 - 2013

Title: **Line Cook II**

Prepared meats, poultry, seafood, vegetables, starches, and sauces in accordance with SERV Safe and state sanitation guidelines.

### **U.S. Navy, Norfolk, VA**

2002 - 2004

Title: **Culinary Specialist**

Cooked various meats, poultry, seafood, vegetables, and starches in accordance with strict naval specifications.

2001 - 2002

Title: **Boatswain's Mate**

Served as helmsman and lookout; repaired, maintained, and stowed equipment in preparation for underway operations; performed security watches while in port and under way; operated sound-powered telephone systems; periodically executed duties with food services divisions or compartment cleaning; participated in emergency and security teams; participated in naval ceremonies; and transferred supplies between ships at sea.

### **Applicable College Projects, Delaware Technical & Community College, Stanton,**

2014 - 2016

**Student in the Energy Management program**

Course projects from my time in the Energy Management program at Delaware Technical Community College have made me an expert in Microsoft Excel and sharpened my presentation & analytical skills. Some of the course projects included:

- Utility bill analysis over three years for Forwood elementary school that included benchmarking using Portfolio Manager, hourly and cost analysis.
- Life Cycle Cost analysis, using FEMP guidelines, of solar quotes from different companies.
- Simple Payback of different vehicles (including electric and plug-in hybrid) in Microsoft Excel.

### **Awards and Certifications**

- Military Awards: National Defense Service Medal, Sea Service Deployment Ribbon, Navy Unit Commendation, and Global War on Terrorism Expeditionary Medal
- BPI Home Energy Professional (Energy Auditor)
- BPI Healthy Home Evaluator
- BPI Building Analyst Professional
- BPI Envelope Professional

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- BPI Quality Control Inspector
- OSHA 10

References available upon request.