

# Michael Frownfelter

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## Certifications – BPI # 5017804

Building Analyst - Professional  
Building Analyst - Technician  
Healthy Homes Evaluator  
Multifamily Building Analyst Professional  
Quality Control Inspector  
Energy Auditor

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## Experience

*June 2019 – current – New Opportunities Inc. – DOE WAP Auditor/Inspector II*

Travel to various work sites to meet customers and audit assigned properties.  
Conduct visual site audits, take measurements, and perform tests to determine measures.  
Complete reports, propose measures and enter data into NEAT software within 24 hours.  
Create Excel spreadsheets for cost splitting between DOE and public utilities.  
Produce and distribute work orders to contractors, then oversee that the work is done.  
Perform Quality Control Inspections and generate reports reflecting findings of each.  
Keep track of the REPS program by building and maintaining excel spreadsheets.  
Assist the DOE coordinator with the monthly closeout of DOE WAP jobs.  
Perform other duties as assigned in a competent and timely manner.

*April 2018 – June 2019 – New Opportunities Inc. – Program Development Support Specialist*

Develop and maintain spreadsheets of emergency shelter reporting requirements/licensing needs and outcome measures.  
Reviews and provides recommendations regarding the utilization of budgeted resources to enhance housing program services.  
Served as a resource link between community grants, government services and other agencies.

*December 2016 – April 2018 – New Opportunities Inc. – DOE WAP Auditor/Inspector*

Travel to various work sites to meet customers and audit assigned properties.  
Conduct visual site audits, take measurements, and perform tests to determine measures.  
Complete reports, propose measures and enter data into NEAT software within 24 hours.  
Create Excel spreadsheets for cost splitting between DOE and public utilities.  
Produce and distribute work orders to contractors, then oversee that the work is done.

*2011 – September 2016 – HE Energy Solutions – Lead Weatherization Technician*

Conduct Energy Audits in single and multifamily dwellings throughout CT.  
Completed electronic and hard copies of findings for client and utility company.  
Lowered energy costs for client immediately through the measures installed during audit.  
Inventoried, stocked and ordered supplies needed daily.  
Interacted with the Utility Companies' Inspectors during their surprise visits.

2010 – 2011 – **Alternative Global Energy** – Lead Weatherization Technician

Performed at a high level of customer service while conducting home energy audits.  
Responsible for leading the Weatherization Crew in performing audit duties.  
Maintained entire supply and equipment inventory, including stocking vehicles daily.  
Completed all paperwork, including rebate forms and Home Report Card.  
Worked on owner's farm performing structure repair and maintenance.  
Fed and cleaned up after one bull and eleven horses.  
Diligently performed all property landscape maintenance.

2008-2009 – **Elliptipar/SRS Designs** – Temporary Engineering Supervisor

Building maintenance, repair and troubleshoot equipment failures.  
Worked closely with plant manager to ensure monthly budget was met.  
Perform preventative maintenance on all equipment including steam boiler.  
Solved the past years problem of standing water in the loading dock basin.

2008 – 2008 – **Taubman Company** – Maintenance / Engineering Assistant

Performed maintenance and repair to entire shopping center.  
Performed all preventative maintenance to fire suppression system.  
Interacted with store managers to address and solve their maintenance needs.

2005 – 2008 – **Top Notch Services LLC** – Owner

Installed doors and windows in residential and commercial buildings.  
Completed interior remodeling projects including closets and cabinets.  
Performed maintenance and repair projects including electrical, painting, plumbing, to Interior and exterior services.  
Completed general handyman services for a diverse customer base of structures including condominiums, small and large homes, commercial buildings as well as high profile estates.

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**Education**

DeBakey High School for  
Health Professions  
  
United States Marine Corps

**Skills**

- Communication
- Excel
- Access
- Word

**Interests**

Spending time with my  
grandchildren.  
Being in the great outdoors.  
Driving and exploring.

**Contact**

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