

WILLIAM C. HICKS
234 Flagstaff Circle • Martinsburg, WV 25405
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PROFILE

Skilled craftsman with more than 15 years' experience performing construction, maintenance, installation and repair projects for commercial, government and residential customers. Combine self-employment and corporate experience with exceptional leadership, communication, project planning and coordination abilities to deliver projects from conception through completion. Adapt to diverse work environments and adverse weather conditions. Recognized for ability to overcome challenges and meet aggressive deadlines. Knowledgeable of State and Federal electrical codes and regulations.

AREAS OF EXPERTISE

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| <ul style="list-style-type: none">• Client Relations• Client/Staff Training• Project Management | <ul style="list-style-type: none">• Drywall• Electrical• Carpentry | <ul style="list-style-type: none">• Time Management• Negotiation• Budget |
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PROFESSIONAL EXPERIENCE

Hicks Home Repair LLC (Owner) 234 Flagstaff Circle, Martinsburg WV	6/2012-12/2014
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Owner/Subcontractor with Ryan Homes

Responsibilities:

- Founded and independently managed a general contracting firm managing small to mid-size residential and commercial building projects including additions, renovations, custom carpentry, framing and drywall, outdoor structures, and new home construction. Hold a current West Virginia contractor's license.
- Hired and supervised electrical, erosion, punch out and carpentry crews of as many as twenty five employees. Established and maintained relationships with exclusive subcontractor base to complete electrical and large excavation components of projects.
- Managed all back office activities, including preparing estimates and contracts; procuring materials and supplies; processing accounts receivable and payable and weekly payroll. Collaborated with business accountant in preparing and filing workers compensation, state, local and federal taxes.
- Prepared project specification sheets for county and city planning and zoning boards, prepare written affidavits to obtain customer authorizations for permits; secured permits and scheduled required inspections. Stayed abreast of building regulations and changes outlined in the Building National Code Book.
- Met with customers to establish needs and define project specifications and maintain on-going communication with customers to resolve issues and report on project status. Maintained a reputation of performing quality and honest work, which has consistently contributed to strong referral base.
- Procured, maintained and operated heavy equipment (pettibone forklift and bobcat skid loader) as well as numerous power and hand tools.
- Implemented and managed a broad range of demolition and electrical projects for both commercial and residential. Wiring, maintenance and troubleshooting of commercial and residential electrical systems.
- **SUBCONTRACTOR:** Perform custom installation projects as an independent contractor with Ryan Homes. Worked directly with Ryan Homes project managers; served as liaison between customers.

Performed quality audit of each home prior to inspection and home owner sign off. Communicate, verbally and electronically, with leaders, superintendents, and customers to maintain productive schedule, quality product, and response time.

Suburban Construction Services 10/2009 – 01/2012

8906 Durham Drive, Potomac, MD 20854-4612

Lead Electrical Forman

Responsibilities:

- Met with project managers to review blue prints and job specifications and clarify project scope.
- Interfaced with general managers, district managers and/or government agents at each job site to keep projects moving forward.
- Recruited and organized laborer crews for each job by establishing relationships with employment agencies. Interviewed, screened, and trained personnel. Gave hands-on demonstrations and trained customer personnel on how to safely and efficiently use the equipment.
- Maintained daily time logs to document time expended and problems/issues resolved. Faxed weekly status reports to corporate department to create final reports for customer.
- Used mini excavators, bobcat, wet/dry concrete saws, acetylene torches, forklifts, skid loaders and various hand and power tools to install state-of-the art equipment.

Edge Temporary Agency/ACS Inc.
Frederick, MD

05/2007 – 8/2008

Engineering Assistant

Responsibilities:

- Installed new generation electric toll collection equipment throughout the Maryland toll facilities.
- Tested and troubleshot electrical/electronic circuitry.
- Installed per schematic drawing, setup and configured equipment prior to testing and commissioning of lanes.
- Uploaded and tested new camera and computer lane application software.
- Pin-out new DB 9 and DB 25 port communication terminals.
- Input and tracked data in Microsoft Excel and Word for communication and auditing purposes.
- Facilitated training of new hires.

Patriot Voice and Data Services
Columbia, MD

10/2006 – 05/2007

Lead Technician

Responsibilities:

- Built and installed new voice data racks and frames.
- Converged voice and data traffic over IP infrastructure.
- Determined troubleshoot continuity, installation, capability, imbalance, grounding, high resistance opens, bad splices, crosses, and split pairs.
- Punch down and terminated cable types such as Cat 5, Co-Axial, RJ-45, and Fiber Optics.

- Worked with color codes, patch panels, and punch downs.
- Utilized Microsoft Office Software to manage and track customers, jobs and schedules.
- Diagnosed malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.

Rollins Electric
 Frederick, MD

05/2004 – 10/2006

Residential Electrician

Responsibilities:

- Planned layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
- Repaired or replaced wiring, equipment, and fixtures, using hand tools and power tools.
- Prepared sketches or followed blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.
- Test edelectrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
- Advised management on whether operation of equipment could be hazardous.
- Directed and trained workers to install, maintain, or repair electrical wiring, equipment, and fixtures.
- Installed protective devices; fuses, circuit breakers and ground fault circuit interrupters.
- Residential electrical/bend and install conduit wiring, and cables in residential & commercial circuits.
- Installed various types of control devices, including hand operated switches, automatic switches, magnetically controlled devices, and remote control systems.

SRB Constructions
 Frederick, MD

05/2004 – 12/2008

Lead Electrician/Carpenter

Responsibilities:

- Operational analysis conducted successful evaluations of 12 site audits with several regulatory agencies.
- Implemented and managed a broad range of demolition and electrical projects for both commercial and residential. Wiring, maintenance and troubleshooting of commercial and residential electrical systems.
- Installed and modified construction/electrical components based on blueprint readings and interpretation.
- Replaced breakers, electric lines and light switches. Replaced doors, windows and appliances.

EDUCATION

Joel Elias Spingarn

6/1994

University of District of Columbia
 Pre-Architecture Program

6/1994