

# Brett C. Bell

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## Qualifications

- 20 years' experience working construction utility fields
- 15 years of Management, and Supervisory experience with increasing responsibility based on merit
- Computer literate: MSWord XP, Excel XP, Internet
- Excellent communication with customers, coworkers, and supervisors leading to establishing rapport in all interactions.
- Diplomatically handle and resolve problems resulting in business satisfaction.

## Professional Skills

- *Customer Service*
- *Computer Literacy*
- *Supervision*
- *Management*
- *Team Oriented*
- *Quality Assurance*
- *Communications*
- *Quick Learner*
- *Flexible*
- *Reliable / Dependable*

## Professional Experience

### Business Owner

Jan Pro Cleaning Services

- Hire and train employees to clean office buildings

**03/2019 - Present**

### Operations Manager

Xcel Energy

- Provides Outstanding customer service to Xcel Customers
- Coordination of initial new installations for construction sites
- Scheduling open work orders for construction crews daily
- Point of contact for employees at the service center to address construction issues
- Operate and drive CDL vehicles when needed

**04/2015 – 03/2019**

Denver, Colorado

### Safety and Training Consultant

Xcel Energy

- Training of at-risk employees on yearly safety compliance training
- Ensure that employees are following safety rules and policies by conducting monthly meeting, and safety messages.
- Conduct post-accident incident analysis, making suggestions for business improvements and employee safety

**02/2006 – 04/2015**

Denver, Colorado

### Compliance Training Consultant

Xcel Energy

- Train Gas and Electric employees on DOT regulations and policies
- Conduct Operator Qualification training

**08/2003 – 02/2006**

Denver, Colorado

### Utility Worker

Xcel Energy

- Install underground gas and electric utilities for new construction
- Deliver equipment and materials to job sites with lift truck
- Transport asphalt and concrete spoils in rear dump Dump Truck

**07/2000 – 08/2003**

Denver, Colorado

## **Bus Operator**

**05/1999 - 07/2000**

Regional Transportation Department - RTD

Denver, Colorado

- Perform Pre trip and Post trip inspections on bus daily
- Pick up and transport passengers safely on Bus routes

## **Education**

- Thomas Jefferson High School – Denver, Colorado      Diploma
- Belford University – Online School      Associate Degree Construction Management

## **Certifications**

- *Certified Safety Professional - Basic Workplace Safety - Colorado Safety Association 2009*
- *Forklift Truck Operator Instructor - Colorado Safety Association 2009*
- *CPR First Aid Instructor - American Heart Association 2008*
- *Certified Ergonomic Instructor - Safety In Motion 2007*
- *Smith System 5 Keys of Driving Instructor*
- *Class A CDL*