

Shawn Green

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Over eight (8) years experience in hvac, electrical and plumbing project coordination and project management. Extensive experience in coordinating people, projects and events. Proven track record of completing multiple projects accurately and within budget. Skilled in planning, problem solving and strategic thinking.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Project Manager (HVAC)

Titan Mechanical - Manassas Park, VA
August 2022 to March 2023

- Review plans, specifications and client contracts for any possible discrepancies throughout the course of a project.
- Work with field team to perform take offs and compare to pre construction counts.
- Create submittal/delivery log for distribution of equipment and materials to the Owner/General Contractor and for internal records.
- Review lead times for sensitive items and compare with GC schedule.
- Obtain BAFO.
- Manage submittal process weekly through Procore and follow up with approvals.
- Communicate with general contractor, field team and all other divisions to ensure proper planning.
- Attend onsite Project Progress Meetings.
- Create and manage SOVs monthly.
- Manage project budget.
- Create RFI's as needed and maintain a log on Microsoft Excel and Procore.
- Create change orders as needed and maintain log on Microsoft excel and Procore.
- Manage and review all project close out documents and checklist.
- Distribute and track punch list.

Operations Administrator & Project Manager

Al's Twin Air LLC - Washington, DC
July 2020 to July 2022

- Manage project HVAC system design, plan review, mechanical equipment specification development, and conceptual cost estimating.
- Pull mechanical, plumbing and electrical permits using DCRA portal.
- Oversee/manage several government programs.
- Oversee/manager commercial retail projects.
- Manage project scope of work with HVAC technicians, plumbers and electricians.
- Create/oversee project invoices.
- Dispatch, schedule and coordinate both residential and commercial emergency service request.

- Consult with engineers and HVAC controls technicians.
- Track budget for commercial clients and DC government programs using share point and excel spreadsheets.
- Coordinate, Schedule and manage DCRA plumbing, mechanical and electrical inspections.

Executive Account Manager

Environmental Power & Services - Springfield, VA
February 2020 to April 2020

- Sell preventative maintenance hvac contracts to various retail and residential clients.
- Sustain and broaden relationships with new and existing clients.
- Initiate revenue growth from previous accounts and tactically identify opportunities for expansion.
- Identify client's disagreements with the intention of managing and resolving them.
- Utilize sales analysis tools to understand customer dynamics identify opportunities and threats and to create action plans to meet sales goals.
- Establishes contact with potential clients through cold calling.

Account Manager/hvac Project Manager

Global Facility Management & Construction - Melville, NY
July 2018 to December 2019

Manage and develop strong relationships with company's client Acts as the mediator between company and client, facilitating two way communication.

- Provide clients with written proposals to show price estimations for parts and labor; effectively estimate project hours for specific services and coordinate with team to shorten downtime.
- Dispatch and manage high level of client service request.
- Run and maintain reports by creating excel spreadsheets to show productivity.
- Manage monthly preventive maintenance service for various U.S and Non - U.S clients.
- Work with clients and team to provide technical support, resolve issues during hvac service request.
- Liaise with customer service and sales team as well as any other staff working on the account, to communicate client expectations.
- Makes sure clients receive requested products and services in a timely fashion.
- Establish budgets with clients and the company - forecasting and tracking important metrics.
- Generate preventative maintenance sales among client accounts.
- Take after hours calls and resolve escalations over weekend and off business hours.

Supervisor & Administrator

BRINCO MECHANICAL HVAC MANAGEMENT SERVICES - Freeport, NY
September 2009 to October 2017

Responsible for supervising a team with 7-10 team members Identifying repair and/or replacement needs.

- Select vendors and subs based on quality, performance and according to budget requirements.
- Handle administrative request and queries from senior managers.
- Daily communications with subs, vendors and suppliers.
- Locate new vendors who can offer the best cost savings while also maintaining good relationships with current vendors.
- Planning meetings and taking detailed minutes.
- Record daily incoming and outgoing requests for quotes and purchase orders.
- Maintaining job budgets and purchasing changes on the system.
- Keep management abreast of any problems, budget discrepancies or concerns.

- Prepares reports, organizing and scheduling appointments.
- Responsible for company wide training.
- Review departmental reporting on productivity.

Education

Associate in Marketing

NASSAU COMMUNITY COLLEGE LONG ISLAND

Skills

- SKILLS
- MS Office (10+ years)
- Budget management
- Account Management
- Salesforce
- Customer service
- Sales
- Hvac
- Cold Calling
- Excel spreadsheet
- Project Management
- Proposals
- Powerpoint
- Vendor relationships
- Excel
- Relationship development
- Team building
- Scheduling
- Client
- Written
- Administrative
- Reporting
- Facilities Management
- ProCore (1 year)
- Bluebeam

Assessments

Project timeline management — Proficient

December 2019

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.