

Thomas Clark

📄 Complete Address 📞 Telephone Number ✉ E-mail Address

SUPERINTENDENT

Areas of Interest: Maintenance | Construction

Construction Project Planning, Coordination, and Management | Budgeting and Cost Management | Blueprint Reading
Basic Residential Electrical and Plumbing Installation Procedures | General Contractor Expertise

QUALIFICATIONS PROFILE

Experienced and highly qualified professional offering diverse and progressive years of extensive management experience in all aspects of construction and development involving residential and commercial projects. Accustomed to working on large-scale, diversified projects for both new construction and renovation. Demonstrate strong demeanor in administering multi-million dollar worth of multifaceted, challenging projects as well as in implementing cost-effective and efficient project plans.

- **Proven exceptional project management, organizational abilities, and supervisory skills to assure success in budgeting, performance planning, and program development**
- **Effective at implementing guidelines that led to successful completion of multi-million dollar equipment installations within time and budget constraints**
- **Successful at overcoming new technical challenges and finding solutions to the needs of the customers**

CAREER OVERVIEW

PROJECT MANAGEMENT

- Oversaw the entire project life cycle of various construction projects, from conceptualization, development, and implementation of design ideas to completion
- Coordinated and accomplished simultaneous development of multiple projects
- Developed time schedules, prepared and evaluated project status reports during each operational phase, facilitated construction site progress meetings, adjusted budget plans and timelines, and ensured on-time completion of projects

BUSINESS ADMINISTRATION AND OPERATIONS

- Supported operations in multiple capabilities, including start-up, troubleshooting, environmental compliance, production upgrades, quality-control testing, maintenance, and new equipment

MARKETING AND SALES MANAGEMENT

- Demonstrated solid knowledge of effective approaches and principles of project management and market assessment
- Evaluated market and client perceptions, needs, and requirements to optimize delivery of customer service and maximize profit yields

CLIENT RELATIONS/CUSTOMER SERVICE

- Sustained high level of professionalism and integrity in relating with clients and in establishing long-term relationship with all levels of management

WORK CHRONOLOGY

PRINCIPAL MANAGER, First Rate Lending, Inc. ▪ Anderson, IN	1996-Present
CONTRACTOR/SELF-EMPLOYED ▪ Lapel, IN	1986-Present
SALES ASSOCIATE, Custom Builders ▪ Tipton, IN	1995-1996
SALES MANAGER, Nu-Look Exteriors ▪ Fort Wayne, IN	1991-1995
FRAMING CREW LEADER, C&D Builders ▪ Anderson, IN	1987-1990
CONTRACTOR, A&A Home Improvements ▪ Marion, IN	1977-1987

CREDENTIALS

ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL TECHNOLOGY (*In Progress*)

Ivy Tech Community College-East Central ▪ Anderson, IN

PRINCIPAL MANAGER CERTIFICATE, State of Indiana

Building Trades, School of Mortgage Lending, and Financial Strategies Trainings