

# James Russell

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## Summary

Qualified Program Manager with [6+] years in a fast-paced client service for energy burden and low income clients. Energy audits help clients focus on improving their living conditions for a healthy home. This professional educated technique contained expertise in the Weatherization/Universal Service Fund for the Dept of Community Affairs. Complete understanding of the WAP/ Comfort Partners Procedures.

- \* Weatherization/USF Management
- \* House Airtightness/Leak Testing
- \* Depressurization for thermal boundary
- \* Combustion Safety and Efficiency Testing
- \* Air Leakage reduction through Insulation
- \* Duct Airtightness, Health & Safety Testing

## Professional Experience

**Honeywell/Techusa, Farmingdale, NJ**  
Energy Auditor

**11/2016 – Present**

This energy solution company uses cost effective measures to reduce energy consumption.

Responsibility includes the client education for future energy conservation. After a complete education a home energy audit will be performed that included the energy assessment of the home. Energy conservation and usage will be documented and presented to client concerning all findings.

**CLEARresult,EIC, Ledgewood, NJ**  
*Energy Auditor/ Program Specialist*

**6/2014 – 12/2015**

This energy solution company uses cost effective measures to reduce energy consumption.

Responsible to conduct home energy audits and educate consumers on energy conservation and usage. This diagnosed action of over 400 energy audits produced over 400 healthy homes through insulation. This demonstrated achievement lead to a promotion as a Program Specialist to operate the health & safety department. This unit obtain contractor proposals to correct the customer complaints and submit them to the proper utility for approval. After this careful written submittal within the budget was approved, we dispatched a contractor to resolve the health and safety issues within the home. All contractors' completions were approved and recorded by this department on a weekly status report.

**First Hopewell Multi-Purpose Community Center, Newark, NJ**  
*Program Coordinator/Manager/ Deputy Director*

**6/2008 - 2/2014**

This community center provided service to low income energy burden clients.

- Hired 6/2008 to 6/2010 as USF Program Coordinator/Consultant
- Promoted to WX Manager 6/2010 to 3/2013
- Promoted to Deputy Director 3/2013 to 2/2014

Responsible for the supervision of 12 program staff employees including a fiscal officer, field Technician and office staff. This position required the day to day operation of a weatherization/USF agency for the NJ Department of Community Affairs with a \$2.5million grant. As a result of this award, 461 homes in Newark, NJ received energy saving weatherization/USF assistance. A restructured community outreach was initiated resulting in a growth of over three thousand new clients. This motivated achievement earned the 2009 Merit award by the NJ Dept. of Community Affairs along with second place achievement in the state. Successfully organized the bidding process and awarding contract to the lowest responsible bidder for weatherization retro fits in clients' homes.

**Mount Olive Baptist Church, Hackensack, NJ**  
*Construction Manager/ Director of Operations*

**11/2004 – 6/2008**

This community based Baptist worship center provided faith and streamlined help to the needy.

- Successfully completed and ascertained a Certificate of occupancy
- Successfully completed and installed a funded 500K photovoltaic system
- Promoted to Director of Operation 5/2007

Hired as the Construction Manager for a failed million-dollar addition to the church. Responsibility consisted of collaborating with, city and county inspectors for code compliance during construction. Submittals of daily written report were produced for board viewing from the approved blueprints.

**Honors/Awards**

2009 Merit award for weatherization of homes and social service by the NJ Dept. of Community Affairs

### Certifications/Education

**Bergen County Community College**, Paramus, NJ May 2016  
Construction Management

Negotiating Construction Contracts and law, Construction Estimating, Project scheduling. OSHA 30, Blueprint reading, Photovoltaic Design and Installation, Energy Sustainability and Building Science. Construction site Management.

**Building Performance Institute**, Malta, New York December 2014  
*Certified Building Analyst Professional*

**The Grantsmanship Center**, Washington, DC October 2012  
*Grant Writer*

**United States Department of Energy** December 2011  
*Whole house Evaluator*

**OSHA**, Newark, New Jersey September 2009  
*Construction Safety & Health OSHA 10 compliance*

**Lorman Education Services**, Eau Claire, Wisconsin June 2006  
*Construction Processor*

**RS Means**, Parsippany, New Jersey September 2005  
*Scheduler and Project Management*

**Bergen County Technical Schools**, Hackensack, New Jersey July 2005  
Blueprint reader and cost estimator in construction  
Gas, Oil and Electric heating analyzer