

THOMAS PATRICK HOBBS

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☎ (616) 788-0361

📍 11177 Woodbushe ave Lowell, Michigan 49331

Dear Hiring Manager,

I was excited to read about the opportunity within your organization. I have several years of experience in a variety of fields including construction, underground utilities, insurance and finance.

In addition to my extensive field experience, I have a strong work ethic and dedication as a 60-hour work week is not uncommon. I also possess strong communication, customer service, and time management skills. My broad background makes me an excellent candidate for this position.

I am confident that I have the skills and experience you require. I look forward to meeting with you personally to discuss things further. I can be reached at (616) 788-0361. Thank you for your time and consideration.

Yours sincerely,
Thomas Hobbs

THOMAS PATRICK HOBBS



Contact

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Michigan 49331

Skills

Windows 100%



IBM AS/400 100%



Eostar 100%



Microsoft Office (incl. Access, Power Point) 100%



BPI certification 100%



OBJECTIVE

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

EXPERIENCE

Solutions For Energy Efficiency Logistics

2017 -

Field Coordinator

Current

Educate small businesses on energy waste

Install measure to help with energy efficiency

Present a plan to achieve best efficiency

Maintain records and follow up for all West Michigan and Upper Peninsula

Assist on East side of state as necessary

Outreach to small businesses and non-profits

Attended and promote energy awareness in the community

Maintain and track inventory

Coordinate and manage 8 crews while in the field

USIC

2014 -
2017

Lead Technician Utility Locator

Locating and protecting all major utilities underground

Work with all contractors to make/keep their employees and dig site safe

Trouble shot when utility prints are incorrect

One of three technicians in Kent county able to Report any abnormal operating condition with gas mains or serves

Certified as a High Profile Technician only 3 months after hire in

First Insurance Enterprises

2008 -
2015

Retirement Advisor

Helping seniors negotiate all areas of retirement

Work with multiple companies to find the best solutions for my clients

Extensive knowledge in all of the following
Medicare

Long Term Care

Life Insurance

No Loss Financial Investments

Develop excellent on going client rapport

B&B Beer Distributing
Sales and Promotion Representative

2004 -
2008

Sold to and serviced over 900 accounts with Monster beverages

Increased sales of top 250 accounts by 108% (year 2006 vs. 2005)

Created new non-alcoholic accounts and fostered enthusiasm for products

Ensured customer satisfaction within all accounts

Organized and distributed all promotional items

Collected all invoice amounts past 90 days overdue

Operated straight-box trucks, various vans and material handling equipment

Negotiated contracts with various entities

EDUCATION

Indiana Institute of Technology

2004

Lowell Senior High School

2001

3.5