

## Michael Linarez

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Lacey, Washington

### OBJECTIVES

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To utilize my leadership and organizational skills to integrate multi-faceted programs to help provide high quality services for agency clients.

### SKILLS

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Strong Building Science, Residential Codes & Construction background including experience in:

Customer Service

Residential Home Inspections

Training Development & Delivery

Organization & Time Management

Program/Project Management

Microsoft Word, Excel, Access, & Outlook

### EMPLOYMENT

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Metropolitan Development Council

***Director of Community Programs***

Tacoma, Washington

9/2016 – 6/2024

- Oversees Weatherization & Energy Assistance Programs, Facilities and Maintenance
- Restructured at risk Weatherization and Energy Assistance Programs into a successful, functioning operation
- Conduct quarterly and annual performance evaluations and employee development plans
- Prepare and manage budgets, invoices and expenditures of multiple federal, state and local funding sources
- Review contracts to implement changes and additions to program policies and/or specifications as required by funding sources
- Work as senior leadership to further goals related to Agency mission statement

Community Services Agency/New Growth Nevada Corporation

***Weatherization Quality Control Inspector/Energy Auditor***

Reno, Nevada

10/2013 – 9/2016

- Collaborated in the creation of the Nevada State Weatherization Field Guide
- Assessed, inspected & managed energy efficiency improvements to over 250 homes
- Inspected over 100 newly built homes for local county & state energy code (IECC) compliance
- Trained local contractor's on the new weatherization program standards & guidelines
- Implemented programs to simplify budget balancing, accuracy, allocation & monies spent
- Created procedure's to speed up the application intake & qualification process
- Organized & improved client filing system & contractor's workflow data base

- Assessed & inspected the energy efficiency improvements to over 600 Weatherized homes
- Trained field & office personnel in weatherization program standards & guidelines
- Managed applications, scheduling, proposals, work orders and coded invoices for final payment
- Implemented a system to maintain a balanced budget & workflow data base
- Designed & maintained a well-organized client filing system

## **EDUCATION & CERTIFICATIONS**

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El Camino Fundamental High School

BPI Quality Control Inspector

BPI Energy Auditor

BPI Building Analyst

BPI Healthy Homes Evaluator

Multi-Family Quality Control Inspector

Lead Safe Renovator (LRRP)

Mold & Asbestos Awareness

REM Design/Rate Software Trained

TREAT Analysis Software Certified

10hr OSHA Construction

CPR & First Aid

State of Nevada Outstanding Person in Weatherization Award

Washington State Weatherization Technical Development Committee Co-Chair Member

## **PROFESSIONAL REFERENCES**

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**Donn Falconer**

**Social Services Supervisor**

**Pierce County Human Services**

253-732-3702

**Debra Grant**

**Senior Resident Services Manager**

**King County Housing Authority**

206-574-1352