**Sudi Dwivedi**

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**Baltimore MD 21230**

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Executive Sales Management, competencies in acquisition management, personnel regulations and management, product sales, marketing, and data collection needs; coordinate and provide expert analysis related to the evaluation of program objectives; coordinate and provide technical assistance in the performance of project type assignments relating to the assessment and improvement of program execution; program sales tracking of multi-million-dollar company, and sales goals.

Prepare progress, interim, and final reports and brief results and recommendations to senior management; Clarify documentation requirements and resolve problems/issues that delay; Develop, select, adapt, and employ qualitative and quantitative methods, cost effective, and automated procedures and systems for assessing the efficiency and effectiveness; conduct expert analysis and prepares program status reports on complex sales issues for review; develop reference materials previously presented organization acquisition activities; implement training program for all organization support staff impacted by sales, acquisitions and overall reconciliation.

Excellence in Customer Care, written and verbal communications, business sales and applications, achieving sales objectives, mentorship, and orientation programs for career sales force. Experienced in government contracts and procurements, includes specialized experience includes overseeing and managing multiple concurrent projects, conflict resolution, provide solutions to individuals, teams, and for organizational problems, sales strategic marketing planning and coordination of resources. Established project timeframes and deliverables and preparing management level reports; identifying and analyzing problems to distinguish relevant and irrelevant information, make logical decisions, and provide solutions to individuals, teams, and for organizational problems.

Financial management includes budget, accounting, and auditing operations. Knowledgeable in all Federal, State, and Local laws and regulatory project requirements and applications.

Authorized to work in the US for any employer

**Work Experience**

**Project Manager-Building Science Trainer**

Community Housing Partners-Baltimore, MD

May 2023-February 2025

Customize training design for specific Training Center clients, assist in the design and development of general building science materials, engage in research of industry best practices, and provide technical assistance to the Weatherization network. Design and construction of appropriate training props and demonstrations. With duties of professional nature, initiative/self-starter abilities, demonstrated skill prioritizing, work with multiple projects simultaneously in a fast-paced environment. Provide Building Science and Energy Efficiency classroom and field training for clients and funders. Training others to perform energy audits, inspections, and quality assurance assessments using diagnostic equipment. Proctor Building Performance Institute certification exams following required guidelines.

**Project Manager-Estimator**

RAM Restoration Contractors-Rosedale, MD

November 2021-May 2023

Meeting clients and preparing estimates, using take-offs, blueprints, material price lists, labor costs per man-hour, equipment costs and applying to complete scope of work and proposals for clients. Prepare material list, schedule/manage labor, determine best cost-effective method to have material delivered. Mange daily budgetary, and construction cost estimates for projects. Maintain contact and open communication with client from start to end. Maintain involvement with customer base in uncovering new sales opportunities with prospective and existing customers. Familiar with Exterior Insulation Finishing Systems, Caulking, Painting, Air Moisture Barrier Systems and Concrete Repair projects.

**Project Manager-Estimator-Sales**

East Coast Rigging and Scaffold - Laurel, MD

June 2019 to May 2021

Complete site visit with client, develop installation plan, price out, design and submit proposal. Determine crew size and equipment needed to complete job, manage installation and completion of job, trouble shoot any problems, provide solutions for complete customer service satisfaction. Coordinate logistics from start to completion of jobs with men, material, and freight. Provide weekly reports for management. Customer service new and existing customers.

**Project Manager, Sales & Logistics**

American Platform & Scaffold now BrandSafway Services - Linthicum, MD

April 2012 to June 2019

Complete site visit, perform estimates, develop installation plan, price out and submit bids/proposal, crew and equipment management, and supervise installation and completion thru end of job, trouble shoot any problems, provide solutions for complete customer service satisfaction. Review credit applications; provide approval for lines of credit. Coordinate logistics, local and interstate. Purchase of new equipment for customer delivery. Review and plan load lists. Manage shipping, and tracking. Provide reports for management. Develop customer training program all product lines in yard, shop and field. Executive Assistant to the President of the company. Customer service for new and existing customers.

**Sr. Loan Officer**

Presidential Bank - Crofton, MD

January 2010 to December 2013

Business to business sales. Sales development through realtors, brokers, attorneys, and financial planners. Sales of all FHA, Conventional and VA loan products offered nationwide, specializing in challenged credit and first-time homebuyers. Provided training seminars for first time home buyers.

**Sr. Loan Officer**

J.P. Morgan Chase - Crofton, MD

July 2002 to December 2009

Mortgage originator. With strong oral, written and computer skills. Liaison between customers, realtors, attorneys and government agencies at the state, local and federal level. Sales in all FHA, VA, and Conventional loan products. In-house contact and educator for county bond programs offered through the state. Emphasis on marketing to local customer base through realtors and attorneys, specializing in challenged credit borrowers and first-time homeowners.

**Loan Officer**

North American Mortgage Co - Greenbelt, MD

June 1993 to July 2002

Loan originator of FHA, VA, and Conventional loans including DC Bond, HPAP, SELP and CDA bond programs. Set up and implementation of business marketing plan more than two million per month. Wholesale Funding Manager Columbia First Bank - Washington, DC February 1990 to June 1993 Design and open wholesale funding office for multi-branch lending division of Savings and Loan Bank. Management of day-to-day activities, funding more than fifteen million per month. Banking committee member proposed company guidelines reviewed underwriting standards and pricing of loans to be sold in pools on the secondary market. Supervised pricing to investors and correspondents. Strong verbal and presentation skills involved with the introduction of new financial products for senior management approval.

**Auditor and Closer**

Associates Relocation - Washington, DC

March 1986 to February 1990

Liaison between government and national venders. Reconciliation of government contracts, accounting, final auditing, and approval of Federal wires for government relocation closing nationwide. Strong written and verbal skills between government and banking officials at the Federal level.

**Education**

University of Maryland - College Park, MD

1980 - 1983

**Skills**

Customer Service Project Manager

Estimator Experienced in Salesforce (3 years)

Fair Housing Regulation Credit Analysis

Budgeting B@B Sales

Scheduling CRM Software

Editor Accounting

Inside Sales Proposal Writing, Submitting, Approving

Banking Microsoft Office Suite Products

Loan Origination Trainer – Mortgage CDA Programs

Trainer-Building Science Proctor-BPI national standards testing

Weatherization Building Science Certifications: Energy Auditor, Blower Door, Duct Blaster, Pressure Pan, CO Analyzer, Infrared Camera, National Energy Audit and Mobile Home Energy Audit Tools, OSHA 10, Envelope and Duct Testing, Weatherization Management, Retrofit Installer Technician, Manufactured Housing Fundamentals, Weatherization Management, HVAC Fundamentals, Crew Leader, BPI HEP BAT, OSHA Confined Spaces, BPI Infiltration and Duct Leakage, Lead Safe Weatherization, Quality Control Inspector, ASHRAE 62.2, Weatherization Assistant System (WA 10), BPI Certified Professional, Building Analyst -Tech,

Building Science Principles