

RESUME

GEOFFREY LEE ALLISON

October 2009

Geoffrey Lee Allison
18820 Manitou Rd.,
Addison, Mi., 49220

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Birth Date: 12/08/60
Birth Place: Reed City, Mi.
Height: 6'-1"
Weight: 240
Marital Status: Married, 1 child
U.S. Citizen

AVAILABLE Two weeks from time of contact.

OBJECTIVE To apply my knowledge and training in a useful way to the building construction industry either through training, instruction or in a management/supervisory capacity. This would also include research and sales.

EDUCATION March 1985-Bachelor of Science in Building Construction Management from Michigan State University, East Lansing Michigan. Aspects of degree included reading and drawing blueprints, estimating, wood identification, tool usage and management of employees.

June 1979, Diploma from South Lake High School, St. Clair Shores, Michigan. Graduation was with honors. Received the Michigan Competitive Scholarship award.

WORK
EXPERIENCE

Michigan Wholesalers Territory Manager. Heart of the job was traveling the territory selling building materials to lumber yards. Other duties included but not limited to designing and building displays. Looking over materials and making a determination if they were able to be returned. Pooling customer orders to get the customers the best prices. Maintaining merchandise catalogs. Negotiating pricing and terms of payment. Setting up trainings with manufactures representatives on new or changed or existing products. Handling customer (including end customers) complaints and warranty issues. Writing daily reports on each stop of the day. Setting up and staffing trade show booths at individual builder nights and state wide shows. Assisted in collections.

June 2003 - present

Outside salesman at Central Michigan Lumber Company. Job duties include reading blueprints and doing take-offs. These material lists were from wood foundations to roofing and everything in between. Worked in several locations. Accounts ranged from small local builders to large commercial companies. The last five years sales volume was in excess of two million dollars per year. The most notable projects were a 96-unit apartment complex and several tract projects over 70 units each.

April 1987 – June 2003

Goodrich Brothers, Pewamo Michigan. Store manager. Initial set-up of accounts to purchase materials from. Opened a minimum of 15 accounts. Participated in all aspects of opening a retail store. Duties included inventory ordering, special ordering, customer relations, estimating, trucking, vehicle maintenance, loading orders, unloading orders, counter sales, contractor sales, hiring and firing.

Estimator for the Herbert Construction Company. Estimated concrete and reinforcing steel for poured walls and flatwork. Take-offs were done from blueprints, pencil sketches, and verbal descriptions. Some experience drawing re-steel shop drawings for commercial buildings.

October 1986-April 1987

Estimator for Banner Lumber Company. Job duties included completing take-offs for rough lumber, finish trim, and finish hardware. Worked closely with the shipping department to be sure the right material was on the job at the right time. Worked on single-family homes in the middle and upper income brackets, commercial buildings and apartment complexes.

July 1986-October 1986

Management trainee at Forrest City (Handy Andy). Compiled estimates, waited on customers, ordered merchandise, and satisfied customer complaints. Designated Anderson Window Specialist, and Kitchen Salesperson. Build Handy Andy barn displays, participated in manager training program with films and exams.

January 1986-July 1986

Assistant Manager of the Baldwin Dairy Queen. Ordered food items, assisted in scheduling, and gave recommendations on hiring and firing. Worked summers and evenings while working full time at the Baldwin Lumber Company.

1977-1983

Employee of Baldwin Lumber. Waited on customers, compiled estimates, kept the vehicles maintained, picked up and delivered customer orders, delivered Redi-mix concrete, ordered stock items and participated in wholesalers buying shows. Summers and weekends while attending school.

1978-1984

OTHER ACCOMPLISHMENTS

Formerly sat on the Hillsdale Intermediate Schools Home Building Board.

Currently work for the Lenawee County Sheriff's Department as a Marine Patrol Deputy.

Member of the Addison Fire Department:

Firefighter I and II certified

EMT basic certified

Dive recovery officer

Many other class certificates earned.

Started a small business called Underwater Services. Primary operation is underwater recovery, light salvage and inspection.

Lenawee County Sheriff 's Department Search and Recovery Dive Officer.

REFERENCES

Available on request.