

January 6, 2012

To whom it may concern:

Thank you for your willingness to review my resume. You will find it attached.

My seventeen plus years in the electrical trade with specific expertise in estimating, project management, and scheduling will make me an asset to your company. Throughout my tenure in the electrical trade, I have earned a reputation for dedication, flexibility and a positive work ethic.

At this point in my career, I am exploring new opportunities that will put my experience, training and goal-oriented approach to best use. My primary interests are to learn more about your company's objectives and vision and determine if my experience and abilities can benefit you in achieving your goals.

I look forward to speaking with you further.

Sincerely,

Richard C. Vik

Richard Carey Vik

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- Objective Seeking a position with a well established company where my exceptional estimating, project management and scheduling experience will make me a valuable team member and an asset to the company's future development and growth.
- Employment Downs Electrical Constructors, Incorporated - May 2006 – January 2012
Project Manager
- Job Scope Review
 - LEAN Installation Procedures
 - Specification Review, RFI's, and Change Orders
 - Material Procurement (both long and short lead-times)
 - Manpower / Production Plan
 - Created and tracked Manpower and Resource loaded master schedules for all ongoing projects using Suretrak and Primavera P3.
 - Management Hierarchy
 - Cost Projections / Billings
 - Job take-offs and Pricing, per Industry Standards
 - Subcontractor and Scheduling Meetings
 - Coordinated with vendors on materials, reconciled with superintendents, solved job issues, and interacted with General Contractors regarding change order pricing and everyday job issues.
 - Required Warranty and Job Close-out Documentation
 - End Job Evaluation (Lessons Learned)
- Pan American Electric Incorporated - August 2000 – April 2006
Assistant PM, Project Coordinator, and Scheduler of Operations
- Job take-offs and pricing change orders
 - Coordinated with vendors on materials, reconciled with superintendents, solved job issues, and interacted with General Contractors regarding change order pricing and everyday job issues.
 - Created and tracked Manpower and Resource loaded master schedules for all ongoing projects using Primavera Suretrak 3.0, P3, and Expedition.
- Guardian Electric Corporation - October 1994 – August 2000
Job Superintendent
- Worked on complete airport lighting systems and outdoor lighting for stadiums, parking lots, street lighting, traffic signals, subdivisions, etc.
 - High voltage distribution
 - Coordinated various types of equipment and operations.
 - Promoted to Management in 1997 after enrolling in ABC Apprenticeship Program

Education

1996 – 2000 - ABC Apprenticeship Program at Tennessee Technical Institute
Nashville, TN

Journeyman Electrician Certification

1989 -1992 - Warren County Christian School

Youngsville, PA

High School Diploma

References

Provided upon Request.