

Everett W Lyles

270-519-4886 (Cell)

4510 Wellingborough Lane

Paducah, Ky 42003

lyleseverett@yahoo.com**Summary**

I have 33 years' experience including, as a Construction Estimator, as a Safety Agent/Director, as a Warehouse Operations Manager and as a Purchasing Agent in industries including Commercial and Industrial Construction and Industrial Remediation.

Experience

ICI Mechanical, LLC

May 2015 to Nov. 2018

Estimator/Safety Director

Responsible for all Drawing Material Takeoffs, Subcontractor Acquisition, Material Pricing, and Labor Estimation related to Plumbing and HVAC. Proficient with Tremble Autobid Piping and Tremble Sheetmetal Estimating Software. Proficient with Drawing Management and Plotter operation. Experience in Procure Project Management Software. Experience in the Industrial/Commercial plumbing and mechanical estimating and bidding process. Responsible for all aspects of safety management. Applied knowledge of OSHA safety standard concepts, practices and procedures. Developed and monitored safety programs, policies and procedures. Knowledge sets include: Microsoft Excel, Microsoft Word, Microsoft Outlook, Tremble Autobid Estimating Software, Procure Project Management Software, and Blueprint Plotter Operation.

Experience

Team Contractors, Calvert City, KY

May 2014 to May 2015

Estimator/Safety Director

Responsible for all Drawing Material Takeoffs, Subcontractor Acquisition, Material Pricing, and Labor Estimation related to new construction and interior renovation. Proficient with Planswift Estimating Software. Proficient with Drawing Management and Plotter operation. Experience in Procure Project Management Software. Experience in upscale Hospitality renovations on a large scale across the United States. Responsible for all aspects of safety management. Applied knowledge of OSHA safety standard concepts, practices and procedures. Developed and monitored safety programs, policies and procedures. Promoted safety prevention management. Served as the contact with all federal, state and local regulatory agencies. Managed all worksite accident and incidents and worker's compensation claims. Knowledge sets include: Microsoft Excel, Microsoft Word, Microsoft Outlook, Planswift Estimating Software, Procure Project Management Software, and Blueprint Plotter Operation.

Excel Maintenance, Calvert City, KY

Apr. 2013 to Apr. 2014

Safety Agent

Carried out site safety assessments. Identified and corrected potential safety hazards. Set up preventive safety measures. Researched and recommended safety equipment. Recognized behavioral infractions and made corrections. Complied with all regulations, including OSHA, state, local, and company. Recommended procedures for handling hazardous materials. Responded to plant emergencies. Used industrial tools such as air sampling equipment and combustible gas meters. Knowledge sets include: Gas Detector Tubes, Oxygen Gas Analyzers, Sampling Probes and Sampling Pumps.

Lata, Kentucky, Kevil, KY

July 2010 to Apr. 2013

Warehouse Operations Manager

Directed operations of a private sector Organization. Oversaw Service-Providing activities. Supervised distribution activities such as planning truck routes and determining shipping methods. Maintained smooth

daily operations. Managed staff schedules and work assignments. Planned the use of materials and goods. Engaged in staff training. Selected goods and services to be offered. Planned for future customer demand. Interacted directly and productively with customers. Selected and procured goods and services for daily operational use. Represented upper management in purchasing negotiations. Followed strict Quality Assurance guidelines. Responsible for Quality Inspections before material distribution. Knowledge sets include: Forklift Operations, Inventory Management, Logistics, Microsoft Excel, Microsoft Word, Quality Assurance, Shipping and Receiving, UPS, Warehousing, Microsoft Outlook, and Project Management Software.

Denuke, Kevil, KY

Sep. 2009 to July 2010

Purchasing Coordinator

Sourced new products. Prepared and reviewed purchase orders. Successfully introduced new products in collaboration with inventory management and quality assurance. Communicated effectively to solve merchandise problems. Performed price analysis using price histories and market prices. Improved efficiency of the procurement process. Developed cost effective procedures for purchasing merchandise. Managed requests for information and requests for proposals. Obtained bids on specific commodities and selected suppliers. Used business and data management software. Knowledge sets include: Inventory Management, Materials Management, Quality Assurance, Microsoft Excel, Microsoft Word, Microsoft Outlook, and Construction Management Software.

Morsey Constructors, CalvertCity, KY

Jan. 2004 to Sep. 2009

Purchasing Agent, Supplies, Equipment, Tools

Negotiated contracts with suppliers. Developed sourcing strategies to balance costs, quality, and service. Sourced new products. Prepared and reviewed purchase orders. Inspected purchase orders and contracts for accuracy, corrected engineering specs, compliance with customer needs and compliance with legal terms. Updated staff on regulation changes, current trends and industry practices. Prepared and distributed reports and statistical data. Obtained bids on specific commodities and selected suppliers. Measure supplier and subcontractor performance. Used business and data management software. Knowledge sets include: Construction Management Software, Cost Accounting Software, Cost Estimation Software, Subcontractor Management, Materials Management, Quality Assurance, Microsoft Excel, Microsoft Word, Microsoft Outlook, and Legal Documentation.

Morsey Constructors, CalvertCity, KY

July 1985 to Jan 2004

Safety Director

Implemented and monitored safety programs, policies and procedures. Promoted prevention management. Suspended activities that threaten the health and safety of workers. Investigated the adequacy of conditions such as ventilations, exhaust equipment and lighting. Worked with other personnel to identify hazards and put safety programs in place. Carried out orientations for new hire employees. Applied knowledge of OSHA safety standard concepts, practices and procedures. Served as the contact with all federal, state and local regulatory agencies. Experienced in administering workers compensation. Handled large and a diverse number of projects simultaneously. Experienced in chemical plant operations. Worked in a process safety management (PSM) area. Knowledge sets include: Labor relations, Performance Appraisals, Policies and procedures, Microsoft Excel, Microsoft Word, Microsoft Outlook, Regulatory Compliance, PPE Assessment, and OSHA Regulations.

Honors and Accreditations

AGC Outstanding Committee Chairman 1991 (Safety)	Traffic Construction Zone Competent Person
AGC Committee of the Year 2001 (Safety)	Certified Crane Rigger
AGC Chapter Service Award 2005	Excavation Competent Person
OSHA 30 Hour Training	CDL Class A Licensed Driver

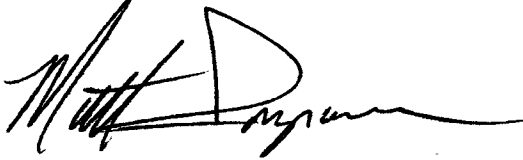
To Whom it may Concern:

Everett Lyles was employed as an Estimator for the past four years. During this time at ICI Mechanical and Ingram's Water and Air, Everett was responsible for Commercial Mechanical and Plumbing Job Estimating, Blueprint Take-Offs, Subcontractor Acquisition, Material Acquisition, Rental Equipment Acquisition and Residential HVAC Equipment Sales.

Everett fulfilled employment responsibilities with little supervision. The position required interaction with the general public as well as the ability to liaise between all different aspects of construction. His success was dependent on strong communication, interpersonal skills and his commitment to detail.

I am pleased to be a reference for Everett and can speak for his customer service skills, work ethic, computer skills and professionalism. Please feel free to contact me should you require any further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Ingram". The signature is stylized with a large, prominent "M" and "I".

Matt Ingram

ICI Mechanical/Ingram's Water and Air

1010 Krebs Station Road

Paducah, KY 42003

270-217-7356

To Whom it May Concern:

Everett Lyles was employed as an Estimator/Safety Director for the past year. During his time at Team Contractors, Everett was responsible for Job Estimating, Blueprint Take-Offs, Subcontractor Acquisition, Safety Policy Development, Worksite Accident Prevention, and Workers Compensation Intervention.

Everett fulfilled employment responsibilities with little supervision. The position required interaction with the public, as well as the ability to liaise between all different aspects of construction. Success was dependant on strong communication and interpersonal skills.

I am happy to act as a reference for Everett and can speak to his customer service skills, work ethic, computer literacy, and professionalism. Please feel free to contact me should you require further information.

Sincerely,

Brent Fortner

Team Contractors

98 US Highway 95

Calvert City, KY 42029

(270) 460-1034

brent@teamcontractorsllc.com