

BRUCE A. ELLIS

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SUMMARY OF SKILLS

<i>Project Management</i>	<i>Customer Service</i>	<i>Retail Sales</i>
<i>Budgeting</i>	<i>Training and Mentoring Staff</i>	<i>Technical Writing</i>
<i>Supplier Negotiations</i>	<i>Blueprint Reading</i>	<i>Front-line Management</i>
<i>Microsoft Office Suite</i>	<i>Interpretation of Project Specifications</i>	<i>Computer Operations</i>

PROFESSIONAL EXPERIENCE

FORCE ENGINEERING & TESTING, INC. — Humble, Texas

General Manager/QA Manager, June 2011 to Present – current position.

- § Project coordination and estimating.
- § Customer meetings for project requirements and project progress.
- § Preparation of quotes and proposals.
- § Quality assurance manager for testing program.

ACI METAL ROOFING SYSTEMS — Batesville, Mississippi

Area Manager, June 2010 to April 2011

- § Review plans and specifications of architectural projects for viable metal roofing sales targets.
- § Build sales in a region that ACI had never sold in nor had representation in before.
- § Make cold sales calls to a new metal roofer client base.
- § Make cold calls to architects who were unaware of ACI or their products, in that market.
- § Gained product approvals on projects where ACI was not specified.

ASI BUILDING PRODUCTS — Tampa, Florida

Vice President of Manufacturing, June 2005 to April 2010

Director of Customer Service May 2002 to June 2005 – Promoted to Vice President at ASI.

- § Negotiated costs of raw goods and vendor products.
- § Negotiated lower raw goods costs even when market prices were increasing.
- § Creation of an inventory management system for metal coil inventory.
- § Inventory management system minimized on-hand inventory and increased on-time production.
- § Hired, trained mentored, counseled and reviewed manufacturing staff members.
- § Produced the first full-line ASI Metal Roofing Products Catalog and e-Catalog.
- § Developed ASI's first metal roofing field pricing tools.
- § Developed and maintained ASI's Florida Quality Assurance Manual.

VEOGLOBAL SOFTWARE — Clearwater, Florida

Chief Estimator/Logistician, January 2001 to March 2002

- § Performed customer meetings.
- § Prepared customer needs analysis, demonstrations and direct involvement in software projects.
- § Developed systematic estimating mathematics models in Excel.
- § Excel mathematics models cut programming time by 75%.

MBCI — Houston, Texas

Estimating Manager, September 1994 to December 2000

- § Supervision of estimating staff and large volume estimating operation - three remote locations.
- § Estimate closure rate for staff twice national average.
- § Expertise – Retrofit metal roof framing systems.
- § Performed preliminary wind load designs for estimating staff.

D.W. GRACE & ASSOCIATES — Maryville, Missouri

Field Services/Construction Manager, June 1993 to September 1994

- § Performed project estimating, design and drafting.
- § Project materials sourcing and buyer.
- § On-site construction management.
- § Customer meeting for project sales and project progress during construction.

CONSTRUCTION – MAINTENANCE COMPANY — Maryville, Missouri

Owner, May 1990 to June 1993

- § Licensed general contractor.
- § Licensed electrical contractor.
- § Licensed plumbing contractor.
- § Performed construction services for new and remodeling of buildings.
- § Project construction for all phases and types of construction.

EDUCATION

NORTHWEST MISSOURI STATE UNIVERSITY — Maryville, Missouri

Two Year Degree Program in Drafting/Design Technology May 1983

Selected Program Emphasis: Architecture and Construction Technology

MARYVILLE R-II HIGH SCHOOL — Maryville, Missouri

Received diploma upon graduation May 1979

ACCOMPLISHMENTS

Project Administrator – Missouri Community Development Block Grant, Maryville, MO; Grant \$500,000 Civil Construction; \$500,000 Residential Home Remodeling.

Project Administrator and QC Inspector– City of Maryville Permanent Street Program.

MBCI Special Project Estimator – Base Renovations – Ft. Leonard Wood, MO.

MBCI Special Project Estimator – IBM Corporate Headquarters – Armonk, NY.

Trained and developed an industry leading metal roof estimating department with a close rate of 27%; 12% in excess of the industry standard for a highly successful department.

Article Published – APBA NEWS (American Backflow Prevention Association Professional Publication) - "Incidents: Backsiphonage and Cross Connection, Common Place in Your Home?" – March/April 1993 – Vol. 2 (reprint of prior article).

Article Published – APBA NEWS (American Backflow Prevention Association Professional Publication) - "Backsiphonage and Cross Connection, Common Place in Your Home?" – September/November 1989 – Vol. 4.

Article Published – APBA NEWS (American Backflow Prevention Association Professional Publication)
- “Cross Connection Control – Vacuum Breaker Hose Bibb Connections” – September/November
1989 – Vol. 4.