

To: Greenwood and Center Grove Local Government Study Group
From: Paul A. Sanders

Reference: Accompanying Resume

Please review the submitted resume, for consideration to contribute to your team. To a community looking for growth, expansion and diversification, I am equipped with twenty-five years administrative and operational experience in the electrical field and administrative management.

~~The skills that I have acquired through the first ten years experience in the electrical industry~~ trained my thoughts and actions to an emphasis on the company. The second ten years of experience disciplined me toward safety, customer service, employee diversity, and business relations. Through daily situations, I gained the awareness of a required balance. The last five years have honed the intangible talents of this balance.

Customer base experience includes commercial, light industrial, heavy industrial, manufacturing, municipalities, state government and utility clients.

I would appreciate the opportunity, to utilize these skills, to participate in a study group sub-committee of the planning and exploratory sessions.

Thank-you,

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Objective Obtain a managerial position, in the electrical industry, with the potential to utilize acquired skills and experience. Integrate the procedures that focus on a balance between corporate initiatives and customer service.

Experience Administration of corporate structure relating to: projections, budgets, financial reporting, legal compliance, insurance policies, safety, contract negotiations, operations manuals and employee policy.
Manage daily operations relating to: customer relations, contract bidding, employee relations, material procurement, and vehicle procurement.
Supervise field operations including customer service, site layout, and employee scheduling.

Employment History

2006-Present IBEW LU 481 Indianapolis, IN
Electrician working in various commercial and industrial projects with emphasis on manufacturing operation, pharmaceutical, energy management projects, and wind turbine energy.

2003- 2005 IBEW LU 697 Gary, Hammond, IN
Electrician working in various commercial and industrial projects with emphasis on Intelligent Transportation System, manufacturing operation, and energy management projects.

1993-2002 Zeal Construction Services, Inc. Indianapolis, IN
Self-employed Operations Manager for an electrical contracting company. The customer base focused on municipalities and utility industry companies.
Developed and implemented policy and procedural guidelines for a staff of 20 + employees. Steadily increased revenue generation, of a start-up company, seven consecutive years. Bottom line profits exceeded industry standard for six years, including two double-digit campaigns.

Developed safety manual and four year implementation program resulting in a reduction of lost time/hours worked ratio to comply with MICCS standards.
Program reduced company EMR by 30%.

Established employee time tracking and equipment operation link utilized to verify corporate general liability and workman's compensation reports. Resulted in a 50% reduction in high-risk category exposure.

Developed procedural guidelines, for the construction/maintenance of underground facilities, for a private company in a multi-state format. Define levels of responsive action. Assign time frame parameters, with actions and cost value, relative to various factors.

Participate in various trade associations, apprenticeship training programs, and civic organizations promoting the electrical industry and our community.

Administer team for the design of circuiting, budget estimates, contract negotiation, and installation of traffic signal and lighting facilities for The Village of West Clay (Carmel, IN), Marian College (Indianapolis, IN), various municipal projects, and private facilities.

Implement an internally designed software management program for INDOT lighting facilities. Database included physical descriptions, material inventory, outages and contractor repairs, and monthly reporting information.

1980-1993 IBEW 697 & 481 Gary, Hammond, IN & Indianapolis, IN
Electrician involved with various commercial, industrial, and municipal projects.

Education	2009	ISA Level I Instrumentation Certification Studies
	2008	OSHA 30 Safety Certification
	1995	IMSA Roadway Lighting Electrician Certification
	1993	IMSA Level I and Level II Traffic Signal Electrician Certification
	1990	Master Electrician's License for Marion County, Indiana. Block exam certification.
	1980-1984	IBEW – LU 697 apprenticeship in Lake County, Indiana.
	1976-1977	Lowell High School, Lowell, Indiana. Graduated with honors.
	1973-1976	Griffith High School, Griffith, Indiana

Personal	Wife: Wendy; married July 19, 1981
	Children: Monica 24
	Abbey 22
	Mykal 18

Community	Member Christ United Methodist Church, Indianapolis
	Volunteer services in various Christian, educational, service, social, and sports programs and committees.