

**Thomas G. Hallett**  
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## **SUMMARY OF EXPERTISE**

- Thirty-one years contracting business experience in the MEP/HVAC arena with industry leading manufacturers, reps, and contractors.
- Accomplished professional with broad estimating, sales, and management experience with plan/spec, design-build, and direct to owner service and construction projects.
- Demonstrated success in standardized/automated estimating, budget development, P&L targets, and new business development.
- Recognized by customers and peers for quality, integrity, and commitment to partnerships resulting in strong repeat and referral business.

## **PROFESSIONAL EXPERIENCE**

Primary Integration Energy, LLC, Beltsville, MD – July 2008 to May 2009  
Specialty energy and HVAC controls contractor.

### **Operations Manager**

- Develop and organize operations team consisting of engineering dept., panel fab shop, installation crews, and commissioning technicians.
- Establish firm standards for estimating and budget production to achieve 30%+ project gross margins.
- Produce PRD's for team members, establish reporting hierarchy, and perform salary and performance reviews.
- Create and maintain SQL database for weekly labor distribution reporting and cost containment.
- Manage office, shop, and warehouse leasehold improvements.
- Book and setup new projects, prepare SOV billing, and ensure monthly revenue targets.

EMS Technologies, Inc., Crofton, MD – June 2005 to July 2008  
HVAC BAS contractor, Automated Logic DDC exclusive representative.

### **Account Executive**

- Key account manager for regional strategic clients including Towson University, University of Maryland Medical System, and Johns Hopkins Health totaling \$2-\$3 million annual sales.
- Participate with A/E design review team, prepare estimates, develop scope and proposal presentations, secure order commitments, and follow through with construction team.

- Prepare budgets, schedule of values, GANTT project schedules, and labor forecasting. Guide project management team towards completion on time and under budget.

J. Martin Christ, Inc., Baltimore, MD – July 2000 to July 2003; acquired by Johnston Construction Company, York, PA – August 2003 to April 2004.  
Heavy municipal and industrial general/mechanical contractor.

**Estimator/Project Manager**

- Estimate, organize, and manage general/mechanical utilities construction projects from take-off survey to completion.
- Prepare budgets, buy-out vendors/subs, and assemble project team. Negotiate change orders, develop automated project management tools for integration with accounting software, maintain computerized record keeping and cost reporting.
- Setup automated piping take-off software for use company-wide, train estimating staff with same.
- Develop and install off-site wan/lan for communication to home office from remote project sites.
- Prepare WIP reports for presentation to surety.

**EDUCATION**

North Texas State University – Denton, TX

B. S. Industrial Arts - 1978

Honeywell, Inc. - Minneapolis, MN

Temperature Control Systems School - 1979

Honeywell, Inc. - Minneapolis, MN

Distributed Processing (Delta 5100) School - 1981

Dale Carnegie - Baltimore, MD

Dale Carnegie Course - 1989

Johnson Controls, Inc. - New York, NY

Metasys Companion Course #356 - 1989

Dale Carnegie – Newark, DE

Leadership Training for Managers –2000

**Additional Skills**

- Fully proficient with MS-Office including ACCESS/Visual Basic.
- Fully proficient with MS-Project, Primavera, and Sure Trak.
- Fully proficient with HTML and Javascript.
- Working familiarity with Viseo, A-Cad, C++, UNIX, Linux