
Commissioning Agent Resume

Job Objective

To obtain a Commissioning Agent position in a company that provides an open environment with many opportunities for continuous growth.

Work Experience:

Commissioning Agent, May 2004 – Present
CyberCoders Engineering, Bristol, TN

- Managed and completed all commissioning tasks.
- Utilized standard templates to prepare commissioned report for each project.
- Evaluated equipment and design recommendations.
- Reviewed bid documents for vendors and subs.
- Maintained a portfolio of multiple projects to ensure quality control.
- Performed under the safety plan and an activity hazard analysis.

Commissioning Agent, March 2002– April 2004
Parsons Corporation, Bristol, TN

- Supported project development activities.
 - Succeeded in minimizing commissioning overhead and travel costs.
 - Coordinated all commissioning activities.
 - Reviewed General Contractor's Plan and updated existing draft.
 - Tracked and assisted in the resolution of all deficiencies.
 - Reviewed general contractor's completed start-up and pre-commissioning checklists.
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Summary of Qualifications:

- Vast experience in mechanical commissioning
 - Sound knowledge of construction processes and documentation
 - Skilled in managing HVAC projects, subcontractors, correspondence, training, and specification compliance
 - Proficient in Microsoft Word, Excel, Project and Power Point
 - Amazing ability to manage a numerous project and work effectively
 - Outstanding client relationship building and relationship management skills
 - Profound ability and willingness to thrive in a startup environment
 - Sound and professional communication skills
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Education:

Associate Degree in commerce, Genesee Community College, Batavia, NY

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