

Aaron A. Davis

2288 Tokay St. • Santa Rosa, CA 95404 • (707) 536-1080 • spin24web@gmail.com

Page 1 of 2

PROJECT MANAGER / FIELD SUPERVISOR

Dedicated and honest employee who has 15+ years of experience providing business development and operational oversight to companies in multiple industries. Results-oriented professional with a strong record of increasing revenue, reducing expenditures and improving employee retention. Effective leader who has the proven ability to train employees and manage teams containing personnel with diverse backgrounds and personalities.

CORE COMPETENCIES

- Customer Relationship Management
- High Volume Bid Researching
- Operations Management
- Project Management
- A/R – A/P – Payroll
- Consultative Sales
- Strategic Planning
- Budgeting
- Training & Development
- Cost Savings
- P & L Accountability

TECHNOLOGY SKILLS (ADVANCED)

- Microsoft 2010 Software
 - Excel, Word, Outlook, PowerPoint, Visio, OneNote, Publisher, Great Plains, SharePoint
- Microsoft Project 2010
- Windows XP/Vista/7
- Sage ACT! Premium 2011
- Adobe Illustrator
- Adobe Dreamweaver
- Adobe Photoshop
- Adobe Acrobat
- Electronic Meeting Coordination
- Crystal Reports

PROFESSIONAL HISTORY

BREAKAWAY WEB DESIGN (Owner) 1997 – Current)

REDWOOD TOXICOLOGY LABORATORY, INC., Santa Rosa, CA (November 2011 - Current)

A company that provides drug testing devices and laboratory services to agencies across the US.

Project Manager / Bid Analyst

- Identifying and managing project schedule variances with Gantt charts and project management software tools.
- Functioning as part of a dynamic and diverse team with sales of over \$3 million per month.
- Research bid solicitations in all 50 states and produce multiple bid responses simultaneously.

Key Accomplishments

- Integrated seamlessly among a diverse team within a large white-collar corporation.
- Owned and managed very complex projects within a short time period.
- Initiated immediate responsibility for many difficult tasks with an unusually high learning curve.

ABLE MAINTENANCE, INC., Santa Rosa, CA (Aug. 2008 to March 2010)

A company that provides construction and facilities maintenance to oil companies.

Project Manager

- Oversaw on-site and off-site operations to ensure projects met time and budget requirements.
- Effectively controlled project budgets, and completed estimates, bids and work scopes.
- Acted as primary liaison between subcontractors and clients and field superintendents.

Key Accomplishments

- Initiated a new line of work that brought in more revenue and positioned the company as a one-stop contractor for customers.
- Handled a high-pressure work environment by keeping a cool, calculated head in times of stress.

Aaron A. Davis

2288 Tokay St. • Santa Rosa, CA 95404 • (707) 536-1080 • spin24web@gmail.com

Page 1 of 2

BORG REDWOOD FENCES, Windsor, CA (May 2005 to March 2008)

A fence installation and refurbishment company.

Operations Manager

- Directed all operations for the company's projects to maintain a high-level of detailed quality control.
- Trained, evaluated and scheduled seven work groups that contained three employees each.
- Created and revised the daily schedule to ensure uninterrupted workflow.
- Negotiated and empathized with customers when service issues arose.
- Led weekly safety meetings and monthly staff meetings.

Key Accomplishments

- Landed approximately 74% of all prospective projects after providing estimates to home owners.
- Helped the business to grow 233% over three years, from 3 crews to 7 crews.

UNITED RENTALS TRENCH SAFETY, Santa Rosa, CA (Feb. 1997 to Dec. 2004)

A provider of construction equipment for rent and sale.

Branch Manager

- Led the daily operations of the profit center to meet the equipment rental and merchandise needs of contractor companies and homeowners.
- Hired, trained and managed employees.
- Effectively managed an annual budget of \$2 million.

Key Accomplishments

- Succeeded in turning the branch around from a -20% operating ratio in the 1st quarter as Branch Manager to +10% at the year's end.
- Decreased the 90% employee turnover rate by hiring and retaining a highly productive and diverse team of 15 full-time employees.

EDUCATION

Associate of Applied Science in Business Administration

Heald Business College, Santa Rosa, CA

Continuing Education Courses

Santa Rosa Junior College, Santa Rosa, CA

- Project Management, Web Site Development and Graphic Design Courses