
CHRIS KELLY

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PROJECT MANAGER/ ELECTRICAL MANAGER

Summary: As an accomplished manager, I take charge of large-scale construction projects, consistently delivering them on time, within budget, and to the highest quality and safety standards. I lead diverse teams with authority, efficiently manage resources, and ensure clear communication with stakeholders to tackle complex challenges head-on. My unwavering commitment to excellence and passion for project management propel me to continuously enhance processes and surpass expectations. *Key strengths:*

Pre-Construction • Take-offs • Change Order Management • Scope Development • Customer Relations
Conflict Resolution • Data Analysis • Project Management Methodologies • Software Proficiency
Budgeting and Financial Management

PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

Chris Kelly Consulting, Lovelock, NV 89419

2023 to Present

OWNER/ CEO

Responsible for overseeing all aspects of business operations, including strategic planning, project management, and client relations. Successfully managed a diverse portfolio of construction projects, ensuring timely completion within budget. Proficient in handling change orders, submittals, and pre-construction activities. Skilled in responding to requests for information and managing project closeouts. Expertise in creating punch out lists to ensure all tasks are completed to the highest standard.

- Successfully led a consulting firm as Owner/CEO, overseeing multiple projects concurrently and ensuring timely completion.
- Maintained strong client relations through effective communication and prompt response to requests for information.

Open Mountain Energy Geothermal Power Plants, Imlay NV

2021 to 2023

Project Manager / Electrical Manager

Oversaw and coordinated large-scale construction projects, ensuring timely completion. Collaborated with engineers on plant design, procurement, bid collection, cost analysis, and contractor supervision. Managed change orders, submittals, and RFIs, maintaining clear stakeholder communication. Utilized electrical pre-construction planning expertise and managed punch-out lists. Worked with state and local officials, NVE, PG&E, BLM, and other agencies for geothermal plant permitting. Served as Fiix CMMS System Administrator and trained employees in NFPA 70E, AED, CPR, and OSHA 30.

- Set up and implement FIIX CMMS system
- Implemented project management methodologies, leading to an increase in efficiency and timely completion of projects.
- Managed procurement and bid collection process, ensuring best value for O.M.E. construction projects
- Successfully managed large-scale construction projects, ensuring they were finished within the set deadline and budget.
- Applied pre-construction planning expertise in electrical projects, contributing to smooth project execution and timely completion.

America's Gold & Silver (Relief Canyon Mine), Lovelock, NV 89419

2019 to 2021

Maintenance Manager/ Facilities Manager

Oversaw all aspects of maintenance and facility management, creating maintenance schedules to ensure smooth operations and adherence to safety standards. Successfully managed projects under minimal budget and stringent time constraints, producing above-average results. Designed and engineered multiple automation and electrical

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systems, identified design flaws and developed cumulative solutions. Supervised multiple contractors, produced scopes of work, gathered bids, approved changes, and assigned tasks for the commissioning and startup of the mine. Solely responsible for all automation, networking, and electrical projects. Collaborated with all departments to create scheduled preventative maintenance and implement the latest technologies. Managed a diverse team, fostering a collaborative environment that boosted productivity. Proficient in project management, handling change orders, submittals, pre-construction planning, project closeout, and punch lists, ensuring project completion within set timelines. Utilized expertise in construction management and requests for information to streamline processes and improve efficiency.

- Managed and coordinated a team of contractors, ensuring timely completion of various projects
- Successfully orchestrated a comprehensive preventative maintenance schedule, leading to improved operational efficiency and reduction in downtime
- Implemented cutting-edge technologies and automation systems to further streamline company processes
- Managed all aspects of facility maintenance and management, ensuring adherence to safety guidelines and boosting productivity
- Set up and implemented Fiix CMMS software (All assets, inventory, B.O.M.s, vendors, and scheduled maintenance) plus training
- Annual Refresher Trainer for MSHA, NFPA 70E, First Aid, and the safe operation of electrical components.

Coeur Rochester Mine, Lovelock, NV 89419

2013 to 2019

Industrial Electrician (Shifter)/ MSHA trainer

Implemented innovative electrical solutions, resulting in reduced maintenance downtimes and increased operational efficiency. Managed and coordinated electrical projects, ensuring timely completion and adherence to safety standards. Proficient in handling change orders, submittals, and pre-construction tasks. Skilled in providing MSHA and NFPA70E training, emphasizing safety and compliance. Oversaw project closeouts and punch out lists, ensuring all tasks were completed to satisfaction. Demonstrated strong system administration skills, contributing to efficient operations.

- Implemented innovative electrical solutions, resulting in reduced maintenance downtimes and increased operational efficiency.
- Successfully managed and executed numerous electrical projects within schedule and safety guidelines.
- Proactively handled change orders, submittals, and pre-construction tasks to ensure smooth project progression.
- Provided comprehensive MSHA and NFPA70E training to all team members, strengthening organization-wide safety and compliance.
- Coordinated and oversaw project closeouts and punch out lists, ensuring timely and satisfactory task completion.

EDUCATION & TRAINING

Bachelor of Science Degree in Construction Management, Major: Construction Management, Minor: Business Law, Western Nevada College + Truckee Meadows Community College (2007)

I studied project management, construction methods, building codes, cost estimation, AutoCAD, business law, and safety protocols.

PROFESSIONAL CREDENTIALS

Journeyman Electrician - I.B.E.W.
Industrial and commercial electrical journeyman

Project Management Professional - University of Maryland
Project Management Principles

AFFILIATIONS & COMMUNITY INVOLVEMENT

Americorps
Certificate of National Service

Cover Letter for Superintendent Position

Dear Hiring Committee,

I am excited to submit my application for the Superintendent position at your esteemed company. With a robust background in construction management across various industries, I am confident in my ability to contribute effectively to your team.

At the age of 23, I began my career as a Superintendent with Cal-Pacific Builders in California, where I managed the construction of multi-family and single-family dwellings. My role required overseeing all aspects of the construction process, ensuring projects were completed on time and within budget. This position honed my skills in leadership, problem-solving, and project management, which are essential for a Superintendent's responsibilities.

Following this, I returned to Reno and pursued a career as a commercial/industrial electrician, quickly advancing to leadman, foreman, and superintendent. I have overseen the construction of diverse structures, including jails, casinos, hospitals, warehouses, and tilt-ups. My comprehensive experience illustrates my adaptability and proficiency in managing complex projects across different sectors.

In 2001, I embarked on a degree in construction management, further solidifying my expertise. My career took a turn into the mining industry, where I transitioned from a maintenance electrician to overseeing all capital projects and special initiatives. I managed entire maintenance departments and trained personnel in various domains, including maintenance, software, and first aid. Holding an MSHA blue card, I am a certified trainer for MSHA, first aid, and NFPA 70E low and high voltages. My certification as a National Registered Emergency Medical Technician further underscores my commitment to safety and training.

My journey continued into the geothermal energy sector, where I established the electrical department and served as the Project Manager for the construction of new geothermal power plants. This role required meticulous planning, coordination, and execution, reinforcing my ability to manage large-scale projects efficiently.

I am particularly proud of my experience in training and mentoring site personnel, which aligns with your company's values of fostering growth and development. My ability to train across various disciplines ensures a skilled and knowledgeable workforce, contributing to overall project success.

I am enthusiastic about the opportunity to bring my diverse experience and passion for construction management to your team. I am available for an interview this week and next and look forward to discussing how my background, skills, and values align with your company's goals. Regarding salary expectations, I am seeking a competitive package commensurate with my experience and industry standards.

Thank you for considering my application. I am eager to contribute to your company's success and am available at your earliest convenience for an interview.

Sincerely,

Chris Kelly