

Thomas E. Davis
4008 Branchwood Drive
Durham, NC 27705
919-402-9612 Home
919-796-6270 Cell
Res125epm@verizon.net

Hello, my name is Tommy Davis. I am looking for a management position in construction and/or a related industry. Your company stands out as a firm for which I would enjoy working and the type of operation that could profit from my experience.

I have worked 23+ years in construction related fields. I am experienced in all areas of construction including but not limited to, field and office management, estimating, purchasing, contracting, scheduling, architectural plans, customer service, land development, construction related computer software. I have experience with Energy Star, Green Building and Water Sense programs, specifications and certification process. I believe these talents and experiences could prove beneficial to your company.

I have been successful with the companies I have worked for in the past improving these areas with measurable increases in profits and efficiencies. I played a key role in achieving the first Water Sense certification nationally for Anderson Homes, Inc. With me on your team, your company would benefit from my hard work and dedication to excellence.

I would appreciate the opportunity to discuss the mutual advantages of a professional relationship and I look forward to your response.

Sincerely,

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OBJECTIVE:

To obtain a position in construction and/or a related industry that will utilize my experience and training while offering the continued opportunity for professional growth.

EDUCATION:

Episcopal High School	Baton Rouge, LA	Graduated 1977
Louisiana State University	Baton Rouge, LA	B.S. Construction 1983

EMPLOYMENT:

2007 - 2009 Anderson Homes, Inc. Purchasing Manager
Responsible for all inside production, estimating, purchasing, architectural plans, product selection, rebate programs and computer applications. Managed a team of 4 to 6 employees.

2004 – 2007 Rienzi Building, Inc. Owner
Self-employed, new home construction.

2002 - 2004 Anderson Homes, Inc. Community Manager
Responsible for the profit/loss of 4 to 5 communities. Managed a team of 10 to 12 employees consisting of superintendents and sales agents.

2001 - 2002 Anderson Homes, Inc. Purchasing Manager
Responsible for all inside production, estimating, purchasing, architectural plans, product selection, rebate programs and computer applications. Managed a team of 8 to 10 employees.

1995 – 2001 Landwright Corp. Construction Manager
Full responsibility for all construction aspects of the company, including field management, customer service, land development, estimating, purchasing, contracting, product selection, rebate programs and computer applications. Managed a team of 8 to 10 employees.

1987 – 1995 Trafalgar House Residential Maryland Purchasing Manager
Responsible for all inside production, estimating, purchasing, product selection, rebate programs and computer applications. Managed a team of 3 to 5 employees.

1986 – 1987 Trafalgar House Residential Maryland Superintendent
Typical superintendent responsibilities for field production. Managed field subcontractors and suppliers.

1979 – 1986 Worked part-time while attending college, full-time after graduation.

Acadian Construction & Management (Family business)	Superintendent
Davis & Landry, Inc. (Family business)	Landman
Robert A. Davis, Inc. (Family business)	Commercial Real Estate
Bocage Racquet Club / Pelican Tennis Camp	Tennis Instructor

COMPUTER:

Microsoft Office applications: Word, Excel, Outlook; Palm Pilot, QuickBooks, F.A.S.T., BuilderMT, Timberline.

CONTINUING EDUCATION & AWARDS:

2007 Anderson Homes, Inc. Corporate MVP of the Year – Honorable Mention
2005 CompUSA – QuickBooks
2004 NAHB – Certified New Home Sales Professional
2003 Lee Evans Group, Inc. – Managing the Front Line
2002 Anderson Homes, Inc. – Homeowner Manual
2002 – 2009 N.Carolina Licensing Board for General Contractors – General Contracting
2001 CompUSA – Palm Pilot
2001 National Piano Playing Auditions – District Winner Elementary Class
1996 American Management Association – Building Better training Programs
1995 How to Comply With OSHA – An Update on Regulation, Standards, Guidelines
1993 System Source Learning Centers – Lotus 1-2-3
1992 The In Search of Excellence Seminar
1991 The Take Charge Purchasing Assistant
1991 Trafalgar House Residential Maryland – Production Employee of the Year
1991 Certificate of training Excellence – Purchasing Assistant
1989 The Dale Carnegie Course of Effective Speaking and Human Relations
1986 Real Estate I: Principles and Practices
1984 – 1986 LA State Licensing Board for General Contractors – Building Construction
1982 Obtaining Oil Venture Capital from tax Oriented Investors
1982 Basic Louisiana Mineral Law
1982 Le Cercle de Bacchus Baton Rouge, LA
1980 Diploma of Merit San Salvador, El Salvador – Tennis
1979 Louisiana Petroleum Land Operations
1975 – 1977 Episcopal High School – Lettering in Varsity Tennis