

KEITH T. PITTMAN

CONTACT

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SKILLS

- Project management
- Project planning
- Project planning and development
- Project scheduling
- Schedule management
- Stakeholder communications
- Staff management
- Budgeting and forecasting
- Advanced problem solving
- Risk management
- Scope management
- Project estimation and bidding
- Project scope
- Contract management
- Cross-functional collaboration
- Budget control
- Processes and procedures
- Project closure

CERTIFICATIONS

EPA Universal 608 & 609

R-410A Refrigeration & Recovery
Class A CDL

Heat Exchanger Inspection Certified
OSHA: General Industry, Construction
Safety & Health, Rigger Training,
Firewatch/Incipient Fire, Hydrogen
Sulfide Awareness, Respirator Fit Test,
Fall Protection/Rescue, Competent
Person Training,

ACCOMPLISHMENTS

Supervised teams of 20+ employees on
offshore oil refineries

Supervised teams of 20+ employees in
power plants in multiple cities

Professional manager with significant expertise in overseeing complex projects and ensuring timely delivery. Skilled in strategic planning, budget management, and risk assessment. Strong focus on team collaboration, fostering results-driven environment, and adapting to changing needs. Known for reliability, leadership, and effective communication.

WORK HISTORY

February 2024 - Current

Project Manager *Regent HVAC/R Repair, Installation & Cleaning LLC*,
Southaven, MS

- Successfully managed multiple projects simultaneously by prioritizing tasks according to urgency, resource availability, and alignment with organizational goals.
- Scheduled and structured phases for extensive project initiatives.
- Achieved project milestones promptly without compromising structural integrity or safety protocols.
- Streamlined project completion by establishing robust team interaction.
- Planned, designed, and scheduled phases for large projects.
- Developed comprehensive project plans with clear timelines, milestones, and budget requirements, ensuring timely delivery of high-quality results.
- Delivered exceptional customer satisfaction by proactively addressing client concerns and meeting or exceeding expectations throughout the engagement process.

September 2018 - Current

Owner/Operator *Truck Driver Self-employed*, Cordova, TN

- Managed day-to-day business operations.
- Operated with safety and skill to avoid accidents and delays.
- Maintained compliance with weight limits, safety regulations, and transportation laws through diligent record-keeping and inspections.
- Maintained daily, legible DOT log book and submitted corresponding documents.
- Managed financial aspects of business operations including budgeting, expense tracking, invoice processing, and tax filing.
- Inspected vehicle and equipment before and after every trip to monitor routine wear and identify larger maintenance issues.
- Completed preventive maintenance and mechanical repairs on vehicles.
- Streamlined delivery process by planning optimal routes, considering fuel costs and traffic conditions.
- Reduced downtime due to mechanical issues by quickly identifying problems and coordinating repairs.

September 2015 - August 2018

HVAC-R Service Technician *P & L Heating and Cooling*, Denver, CO

- Ensured safety compliance with thorough inspections of HVAC-R equipment and systems.

Responsible for all of ordering in Commissary & Exchange for 5 facilities in Europe

- Improved customer satisfaction by providing timely and efficient HVAC-R repair services.
- Connected heating or air conditioning equipment to water, fuel, or refrigerant sources to form complete circuits.
- Reduced downtime for businesses by quickly diagnosing and resolving complex HVAC-R issues.
- Educated customers on best practices for maintaining their HVAC-R systems, promoting long-lasting functionality.
- Increased client retention by establishing strong professional relationships and addressing their concerns promptly.
- Provided detailed documentation for each job completed, supporting accurate record-keeping efforts.

June 2012 - August 2015

HVAC Specialist ARS Rescue Rooter, Aurora, CO

- Enhanced indoor air quality by installing and maintaining air filtration systems.
- Assisted in training new employees on company procedures, safety protocols, and technical aspects of the job.
- Ensured customer satisfaction by providing timely and accurate diagnoses of HVAC issues.
- Demonstrated versatility in skillset by proficiently servicing a wide range of HVAC makes and models.
- Achieved faster repair times through well-developed troubleshooting techniques and in-depth knowledge of HVAC equipment.
- Utilized the latest tools for accurate monitoring, testing, diagnostics, which led to more precise solutions for diverse problems.
- Completed projects on schedule due to strong organizational skills and effective time management practices.

March 2007 - September 2011

Foreman Brand Energy, Long Beach, CA

- Trained new employees to learn new systems, apply best practices and comply with protocols and regulations.
- Maintained a safe working environment through adherence to safety protocols and regular site inspections.
- Ensured timely completion of projects with effective time management and prioritization of tasks.
- Checked equipment to determine if maintenance was required.
- Inspected completed work to verify quality standards and compliance with criteria.
- Addressed issues proactively, resolving problems quickly to minimize delays in project timelines.
- Enhanced team productivity by providing clear direction, setting expectations, and offering constructive feedback.
- Conducted thorough quality control checks to ensure high standards of workmanship across all projects.
- Developed strong relationships with clients, subcontractors, and suppliers, fostering open communication channels for smooth project execution.

March 2006 - March 2007

Receiving Clerk Intrawest, Golden, CO

- Maintained tidy, organized and safe work area to comply with cleanliness standards.
- Regularly reviewed invoices and double-checked orders.
- Unloaded pallets and deliveries and organized products in warehouse.
- Reduced errors and discrepancies by meticulously verifying shipment contents against purchase orders and invoices.

- Compared shipping orders and invoices against contents received to verify accuracy.
- Complied with safety regulations during all receiving tasks, reducing workplace accidents and injuries effectively.
- Ensured timely delivery of materials to appropriate departments, contributing to smooth operations throughout the company.
- Double checked records, daily reports, and inventory transactions to identify and correct variances.

March 1998 - March 2006

Territory Manager Francois L Schwarz, Inc, Tampa, FL

- Developed strong relationships with key decision-makers, fostering trust and loyalty in the assigned territory.
- Cultivated relationships with key accounts in territory and provided support to drive customer satisfaction.
- Established successful account relationships by building rapport and maintaining consistent communication.
- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Demonstrated exceptional presentation skills during client meetings, showcasing product benefits and value propositions effectively.
- Implemented promotions and marketing campaigns to increase territory sales and brand awareness.
- Implemented successful sales strategies to drive revenue growth and exceed quarterly quotas consistently.
- Expanded territory coverage by strategically identifying and targeting high-potential accounts.
- Analyzed sales data to identify areas for territory improvement and implemented strategies to maximize sales growth.
- Conducted comprehensive market analysis to identify potential business opportunities, leading to a more focused sales approach.
- Negotiated contracts skillfully, securing long-term agreements with clients that contributed significantly to revenue growth.

EDUCATION

March 2012

Master Of Applied Science Mechanical Engineering

Lincoln College of Technology, Denver, CO