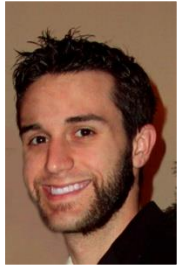


Matthew J Trimble



822 Kimbrough St. Shreveport, LA 71104
318 638 9542
Louisianabooking@gmail.com

EDUCATION

Penn Foster College

March 2019

Bachelor of Criminal Justice

University of Metaphysics

September 2018

Master of Metaphysical Science

Penn Foster College

July 2016

Green Building Practices Certificate

Northwestern State University

May 2016

Associate of General Studies

Bossier Parish Community College

January 2011

HVAC Technician Certificate

EXPERIENCE

Assistant Project Manager | Jeb Design Build/Re-Bath

October 2018 – Present

- Assist in the development and implementation of renovation projects
- Manage and provide assistance to sub-contractors on the work site
- Provide records of Re-Bath materials and prepare install instructions for installers
- Oversee supply, intake and inventory
- Provide service for warranty work and change orders
- Working as a part of installation teams to install Re-Bath products

Owner/Operator | Ecoat LLC

March 2012 – October 2018

- Residential remodeling specializing in painting with emphasis on dust control, indoor air quality, and customer health
- Complete remodels including bathrooms and kitchens
- Plumbing, carpentry, electrical, and tile work

Maintenance | Eve's Garden Florist

January 2008 – March 2012

- Maintenance of A/C systems, computer systems, grounds, and vehicles
- Data entry; record management
- Daily deliveries
- Occasional retail duties

Floor Hand | McCormick Drilling Co.

September 2007 – January 2008

- Keeper of logs of well drilling progress
- Inspection, maintenance, and light repair of equipment and crew vehicles
- Oilfield production work (pipe fitting, barrel cleaning, etc.)
- Floor hand duties

SKILLS

- ☐ Certified typing speed of 70 words per minute
- ☐ Clean driving record; reliable transportation
- ☐ Own a trailer and tools adequate to complete most jobs
- ☐ Willing to take and able to pass drug test
- ☐ Experience with Microsoft Office, Photoshop 7.0, and Quickbooks
- ☐ Beginner experience with computer assisted drawing programs

ADDITIONAL INFORMATION

Green Painter™ Accredited

EPA Lead Renovator

Association of Certified Handyman Professionals member

Can provide a portfolio of work if requested

REFERENCES

Ricky Stanley- Stanley Plumbing- 318 995 5393
Chris Laws- Laws Plumbing- 318 423 8267
River Smith- ReBath/Smith Flooring- 225 247 3201
Jimmy Pilgrim- Jimmy's Glass- 318 422 3229
Casey Benoit- Honeywell UOP- 318 469 1825