

Mark A. Hendrix

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Objective

To find a full time position with a firm that will allow me to exploit my full potential as an employee.

Experience

Underground Construction Inc

Travelers Rest, South Carolina
Position: Estimator/office manager
September 2008 through January 2010

- Finding and bidding on all types of utility construction jobs, both as a contractor and subcontractor.
- Handling day to day operations in the office such as payroll, invoicing, accounts payable, human resources etc.
- Handling utility locators, scheduling deliveries, ordering material for jobs, acting as liaison between owner and vendors

Appalachian Grading Services Inc

Pickens, South Carolina
Position: Estimator and supervisor
July, 2002 through September 2008

- Finding and bidding on site prep, general grading, storm drainage and utility work.
- Supervised primarily Hispanic crews in all facets of grading work, including storm drain/retention, general earthmoving, road construction, landscaping, and specializing in Ready-Rock system retention walls.
- Heavy equipment operator specializing in all sizes of track excavators and rubber tired back hoes.

Underground Construction Inc

Travelers Rest, South Carolina
Position: Foreman
September 2001 through August 2002

- Utility crew foreman for water and sewer line installation.
- Track excavator and rubber tired back hoe operator.
- Bulldozer operator for general grading, right of way clearing, and clean up.

The Carolina Metroplex

Greenville, South Carolina
Position: Operations Manager - General Manager
June 1999 through September 2001

- Supervised and performed all facets of concert production, from loadin to loadout, including promotion, talent buying, labor, payroll, security, concessions etc.
- Oversee the general operations and maintainance of an 82,000 square ft concert and exposition venue.
- Employee supervisor
- Presently attending Furman University.
With a major in Business Administration
GPA: 3.0 at present.
U.S. Navy veteran 1973-1980 Honorably Discharged with the rank of E-5.

Education

Qualifications

- Certified OSHA Competent Person.
Current Red Cross CPR/First Aid certification
- I have a good working knowledge of Spanish as it relates to performance of daily task and personnel issues.
- I am very familiar with, and have a good working knowledge of Microsoft Word, Powerpoint, Excel, and Access, also Adobe Dreamweaver and Adobe Photoshop for building and maintaining websites, and a basic working knowledge of Peachtree Accounting, I am very proficient at internet research as it relates to all facets of the construction industry. I have a good working knowledge of Insite dirt takeoff software, as well as digitizing of drawings/plans etc, and am somewhat familiar with Bid2Win, although I prefer Excel spreadsheets.