

**Jeffrey Williams**  
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## PROFILE

**Building Code Enforcement Specialist** with experience in residential, commercial and new construction inspections and installations. Knowledge of international construction codes as well as sustainable green technology. Outstanding communication, time management and detail-oriented abilities. Strong Microsoft Office skills.

## PROFESSIONAL EXPERIENCE

### **Construction Inspector** 20xx to Present

All-City Construction, Palatine, IL

- Monitor installation of plumbing, wiring, equipment, and appliances to ensure that installations perform properly and in compliance with applicable regulations
- Measure dimensions and verify level, alignment, elevation of structures and fixtures to ensure compliance to building plans and codes
- Review and interpret plans, blueprints, site layouts, specifications, and construction methods to ensure compliance to legal requirements and safety regulations
- Evaluate project details to ensure adherence to environmental regulations
- Inspect and monitor construction sites to ensure adherence to safety standards, building codes and specifications

### **Property Inspector** 20xx to 20xx

Scott Brothers Properties, Chicago, IL

- Inspected buildings, wiring, plumbing, electrical circuits, sewers, heating systems, and foundation for structural quality, general safety, and conformance to specifications and codes
- Met with business owners, completed forms describing business operations, and building structures and identified hazards and safety concerns
- Maintained daily logs and supplemented inspection records with photographs

## EDUCATION

Harper College, Palatine, IL

Building Codes and Enforcement Certificate

Completed May 20xx

## VOLUNTEER EXPERIENCE

### **Special Events Coordinator** 20xx to Present

Respiratory Health Association Midwest Chapter, Chicago, IL

- Collaborate with *Hustle Up the Hancock* event sponsors to promote event, organize website, and create and order t-shirts and other giveaways
- Work with corporations to organize teams and maximize fundraising efforts