

Jeffrey Williams
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PROFILE

Professional **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 and completed forms describing the business operations, 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