

Kyle J. Sheckler

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Summary: Twenty years experience primarily in environmental services with nine years in the position of Operations Manager. Oversaw remediation of asbestos, lead, and other hazardous materials ensuring compliance with DEP, EPA, and OSHA laws and regulations. Projects ranged in size with largest budgeted at 1.5 million dollars and up to 60 employees.

Experience: Crest Environmental Services, Corp., Reading, PA 2005-2013

Operations Manager

- Initially hired as Asbestos Lead Worker/Lead Site Supervisor, promoted to Project Manager/Superintendent within six months
- Promoted to dual position of Operations Manager/Safety and Health Officer in 2007
- Managed daily operations of environmental remediation company including but not limited to: scheduling, staffing, engineering and construction activities
- Interfaced with clients, regulatory agencies, and project workers
- Maintained all paperwork on a job specific basis
- Negotiated change orders
- Performed job site safety inspections (from job start through job completion)
- Requisitioned all supplies, scheduled maintenance and upkeep of company vehicles, responsible for warehouse and year end physical inventory

CMC Environmental Services, Corp., Lehighton, PA 1997-2005

Operations Manager/Supervisor

- Initially hired for a supervisory position promoted to Operations Manager in 2001
- Oversaw daily business operations in primarily in asbestos and lead remediation
- Oversaw some demolition activities and mold remediation projects

Sargent Enterprises, Jim Thorpe, PA 1996-1997

Asbestos worker

- Performed set up, asbestos removal, final cleaning, encapsulation, and teardown of regulated area's

Dollar Express, Springfield, NJ 1995-1996

Store Manager

- Managed daily operations of store including but not limited to scheduling, banking, payroll, warehouse, merchandising, and staffing
- Interfaced with the District Manager on a regular basis

F.W. Woolworth, Co., North Brunswick, NJ 1993-1995

Store Manager

- Managed daily operations of both the retail store and the in store restaurant
- Oversaw daily operations of Restaurant including the staffing, banking, daily, weekly, and monthly sales reports, as well as the restaurant manager and staff
- Oversaw daily operations of retail store including but not limited to banking, daily, weekly, and monthly sales reports, merchandising, payroll, staffing, scheduling, in store promotions

F.W. Woolworth, Co., Bernardsville, NJ 1991-1993

Store Assistant Manager

- Primarily was in charge of merchandising and warehouse operations, as well as overseeing employee daily tasks, loss prevention, daily sales reports, and scheduling.

Licenses: Asbestos Contractor - PA Department of Labor and Industry
Mold Contractor - PA Department of Labor and Industry

Education: Wilkes University, Wilkes Barre, PA 1986-1991
Bachelor of Science Degree in Business Administration