

# **CHRISTOPHER D. ELLIOTT**

## **EXPERIENCE & QUALIFICATIONS**

### OCTOBER 2012 to PRESENT

TELCOM ENGINEERING GROUP (Carlstadt, NJ) - VICE PRESIDENT of OPERATIONS. Primarily responsible for turnkey program and remote office management, Quality Control (QC) System development and Safety Program oversight, including maintenance and update of Company Safety Program Manual and development of routine and specialized Safety Program policies and procedures. Additional responsibilities include business development, contract acquisition and management, operational policies and procedures development, bid estimation, proposal formatting and presentation, special projects bid estimation and management, preparation of technical specifications and work plans for specific projects, job and program cost-tracking system development and compliance with accounting department objectives, personnel and subcontractor resource development and allocation, implementation of manager and field staff training programs and, human resources management.

### OCTOBER 2009 to OCTOBER 2012

ARETE DEVELOPMENT, INC (Fairfield, NJ) - VICE PRESIDENT of BUSINESS DEVELOPMENT. Responsible for new business development and maintenance of existing client relationships during 3-year transition contract from owner to phase-out from company operations. Other responsibilities included QC & Safety Program maintenance and development, implementation of manager and field staff training programs, contract acquisition & management, special projects bid estimation and management and preparation of technical specifications and work plans for specific programs and projects.

### OCTOBER 1999 to OCTOBER 2009

ARETE DEVELOPMENT, INC (Fairfield, NJ) – OWNER, PRESIDENT & CEO. Developed the company into one of the premier telecommunications general contractors in the northeastern United States. Responsible for business development, contract acquisition and management and development and oversight of QC and Safety Program manual(s). Additional responsibilities included oversight of all phases of general, electrical and antenna construction, including bid estimation, overall scheduling, electrical and antenna system design and installation, antenna concealment and steel structure design and manufacturing, project close-out formatting and presentation structure and, site acquisition and design oversight. Developed and instituted a QC Program that became the standard in the industry. \$200m+ sales from incorporation in October 1999 to sale of company in October of 2009.

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### APRIL 1995 to DECEMBER 2002

S&E SERVICES, INC (Edison, NJ) – PARTNER & PROGRAM MANAGER. On-site Contractor's Quality Control (CQC) representative, Safety Officer and liaison for \$25.0+ million in underground utility, infrastructure rehabilitation and environmental remediation projects for the United States Army Corps of Engineers (USACE) at numerous active and decommissioned military bases along the U.S. Eastern seaboard. Responsible for project estimation, materials procurement, personnel and subcontractor resource allocation and management. Additional responsibilities included preparation of all pre-construction submittals (including QC Plan and Safety Program), maintenance of as-built drawings and fulfillment of all reporting requirements to Federal Government Agencies, including preparation of project close-out reports.

### SEPTEMBER 1991 to APRIL 1995

GOLD SEAL CORPORATION (East Orange, NJ) – PROJECT MANAGER. On-site Contractor's Quality Control (CQC) representative, Safety Officer and liaison for \$10.0+ million in Federal Government contracts involving the sampling, removal and disposal of Underground Storage Tanks (USTs), PCB transformers, ACM, LBP, and other hazardous materials. Responsible for materials procurement, personnel and subcontractor resource allocation and management. Additional responsibilities included hazardous materials sampling and determination of disposal requirements, preparation of disposal plan(s) and all pre-construction submittals (including QC Plan and Safety Program), preparation and maintenance of as-built drawings and fulfillment of all reporting requirements to Federal Government Agencies, including preparation of project close-out reports.

### JUNE 1986 to AUGUST 1991

WASTEX INDUSTRIES (Pottstown, PA) – ACCOUNT MANAGER. Account & business development manager responsible for environmental sample collection, storage and delivery to testing facility. Developed a sampling and data collection system that renewed customer confidence and led to 500% increase in sales.

### AUG 1983 to MAY 1986

Membership Sales Director and Personal Trainer at various health club facilities in OH, VA, PA & NJ. Responsible for membership sales and development of personal training programs for clients.

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### EDUCATION

1979-1983 BA in Business Management - Marietta College, Marietta, Ohio

### COMPUTER SKILLS

Proficient in the use of MICROSOFT Word, Excel and PowerPoint and various ADOBE software applications, including ACROBAT PRO, PhotoShop & Lightroom.

### CERTIFICATIONS

- US Army Corps of Engineers QC Training & Certification
- OSHA 40-hour HAZMAT Training
- OSHA 8-hour Supervisor Training
- OSHA 8-hour Advanced Confined Space Entry Training
- DOT 4-hr. HAZMAT Training
- RAD WORKER II Training & Certification
- First Aid & CPR