

Mac MacDougall

2 Proctor Place, Providence, RI 02906

(401) 255-3112 | MacArt@MacInkArt.com | www.MacInkArt.com

Professional Summary

A Logistics Professional with demonstrated long-term dedication to improving both the quality of communication and the profitability of an organization; a team player as well as a leader.

Recent Achievements for Current Employer

- Awarded \$11,000 monetary grant for building Green Solarium and develop layout of proposed building
- 94% REAC - government housing inspection results
- Awarded \$20,000 ARRA Weatherization Grant
- 85% tenant capacity; during a recent sprinkler-head eruption, kept structural damage controlled, ensuring the least flooding, no mold, no roach infestation and safety of tenants.
- 100% Employee retention
- 100% Labor hour results to allocated planned hours
- Saved current company \$6,389 yearly

2008 – Present

AIDS Care Ocean State, Providence, RI

Assets & Facilities Coordinator

- Property Management for 56 units residential, commercial and program housing
- Site scouting and developing new properties
- Grant writing for federal funding
- Hiring outside vendors/ Price negotiation
- Performing HQS for HOME, HUD and RIH, REAC requirements
- Inspection of work /Manage a crew of four maintenance employees
- Set agenda for Facility meetings with members of the board.
- Overseeing all state fire inspections for all properties in accordance with state fire and Board of Health regulations
- Coordinating with CFO on funds available for properties
- Communicating with Housing Director on tenant concerns

2009 – 2011

Sloan Realty, LLC, Pawtucket, RI

Property Manager

- Maintained a 22-unit privately-owned apartment building
- Marketed a 22-unit loft mill building for rental
- Overseeing outside grounds
- Conducted pre- and post- inspections of all maintenance repairs
- Provided 24-hr service availability for tenants
- Processed court-ordered evictions
- Collected rents; monthly deposits of rent and coin-op laundry proceeds
- Worked with accountant to update itemized spread sheets required by banks
- Updated owner regularly on status of property

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1997 – 2007

United Parcel Service (UPS), Shrewsbury, MA

Fleet Supervisor of Operations

- Teamsters' Union worker for two years as a laborer: loading and unloading
- Eight years management: overseeing ten Teamsters' Union workers
- Conducted staff training; designed and implemented OSHA Safety PCMs
- Maintained 157 UPS vehicles; Delivered UPS packages; Implemented daily routes and special routes
- Direct customer service and retention
- Collaborated with five different departments that produced, on average, 100,000 packages every four hours

Professional Education

2011 -National Center for Healthy Housing

- Code Inspection for Healthier Homes Course
- Rhode Island Association of Realtors, Warwick, RI
- Certificate of completion of 45 hours of Pre-licensure classes
- Certificate of completion of 3-hour Lead Hazard & Mitigation course

2010 - Green Energy Seminars, Warwick, RI

- *Field Guide, Residential New Construction* course completed
- *Energy Efficient Construction* course completed
- *RI Energy Codes Class* course completed

2009 - Beacon Mutual Insurance, Providence, RI

- OSHA 8-hour Safety Course

Academic Education

2003 Worcester State College, Worcester, MA

- B.S., Communications / Art

1991 Art Institute of Florida, Fort Lauderdale, FL

- A.S., Visual Communications

Awards

2003 - Ethics / Leadership Award from Worcester State College

2003 - Awarded Mary Dolphin Grant for paintings completed at Worcester State College

References

References are available on requests