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**Thomas E. Kinsey**

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**407.358.9348**

Monday, August 18, 2008

Hello,

Over 18 years I have strategically applied my talents to build an exemplary Professional Career Path, and consequently have successfully served in the following capacities:

- **Board of Directors** (Privately held 50 person S corporation)
- **Strategic Business Planning, Corporate Development & Restructuring**
- **Director of Operations/ Operations Manager (COO)**
- **Custom & Production Residential Design & Project Management**
- **Development, Implementation and Auditing of Brand Awareness to Brand Adoption Campaigns**

My executive and team leadership skills in general business applications, and more specifically in the Construction/ Residential Design and related industries, include but are not limited to:

- **Executive Business Management;**
  - Horizontal & Vertical Organizational Structures
  - Operations, Risk Management & SOP's, including CAD Graphic Standards
  - Division Management
  - HR Management
- **Residential & Commercial Design;**
  - Custom Home Design
  - Production Plan Program Management
  - Stockplan/ Pre-drawn Housing
  - Project Management
- **Engineering Consultation;**
- **Construction Management**
  - Construction Supervision
  - Estimating and Material take-offs

Enclosed you will find a detailed synopsis of my professional career path over the last 18 years. If there is an opportunity within your organization that promotes talent and growth, please contact me at 407-358-9348, or send email to [blisteredgolfer@yahoo.com](mailto:blisteredgolfer@yahoo.com).

Kindest Regards,

**Thomas E. Kinsey**

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### OBJECTIVES

- ◆ Apply professional experience & industry knowledge to new creative challenges,
- ◆ Maximize profitability through training talent in fundamental policies and procedures,
- ◆ Contribute my 18 years of experience in creating and leading high performance teams.

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### PROFESSIONAL SUMMARY

**18 YEARS OF CONSTRUCTION/ RESIDENTIAL DESIGN & INDUSTRY RELATED LEADERSHIP:**  
*(Executive Business Management, Residential Design, Engineering Consultation, & Construction Supervision)*

- ◆ **Corporate Governance & Executive Experience:**  
**Board of Directors:** Standard Operating Procedures (SOP)  
**Finance:** Departmental Infrastructure Development.  
**HR:** Internal Communications, Motivational Team Leadership and Mentorship.  
**Business Development:** Partnership, Merger & VIP client Agreement Negotiations, Networking.
- ◆ **Custom Residential; Production & Stockplan; Multi-Family & Light Commercial:**  
**Architectural Rendering & Illustration** (Fluent in Arris; ADT; & AutoCAD 2006)  
**Material Take off & Estimating;** Field Inspection & Analytical/Problem solving  
**Professional Building Designer-Member AIBD**
- ◆ Honors graduate - Business Administration and Construction Design & Drafting

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### PROFESSIONAL EXPERIENCE & WORK HISTORY

**DOO & BOD** ***Morales-Keese Design Associates, Inc.*** **Apopka, FL**  
 Executive oversight included overall corporate operations, Human Resources, Business & Procedural Development, Financial Department restructuring, including the acquisition of a CFO. Numerous additional assignments consistent with the position were completed on a case by case basis as directed by the CEO & BOD. Proposed and implemented structural, functional and workflow modifications for individual team members within independent departments and inter-departmentally, increasing productivity & profits. Served as Secretary to Board of Directors. Oversaw tradeshow and other special projects (*2007 Designers of the 2007 HanleyWoods International Builder Show "IN-SYNC" Showhome*).

**Director of Operations** ***Beaumont & Associates, Inc.*** **Altamonte Springs, FL**  
 Oversaw daily operations for a Residential Design & Engineering firm specializing in custom design, production, multi-family, and light commercial projects. Specific duties included customer procurement; QA systems & IT support services oversight; P&L analysis; Conducted corporate training on Project, Client Relations and Sales & Marketing Management; Strategic industry positioning. Led team to expand facilities, extending current and adding new infrastructure, including the development of the "Design Studio".

**Director of Operations** ***Home Design Services, Inc.*** **Altamonte Springs, FL**  
 Responsible for overall operations for a Residential Design company that specialized in designing custom homes and publishing them (Stock Plan portfolio) to be sold worldwide. Specific duties include customer procurement, overseeing quality control & technical support services, client proposals and contract negotiation, profit and loss analysis, HR procedural and personnel development, and strategic planning for future business development. Designed several SOP systems, revenue generating and costs saving programs.

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### PROFESSIONAL EXPERIENCE & WORK HISTORY (CONT'D)

**Director of Design**                      *Dansco Engineering, Inc.*                      *Apollo Beach, FL*  
 Provided complete design & drafting services to several national production builder clients. **Managed design/drafting department.** Oversaw client specific plan changes, engineering redlines, plan maintenance and lot release fulfillment. Site inspections, retrofit details, and engineering corrections were frequent occurrences.

**Owner, President & Custom Residential Designer**  
*Overall Dimensions, Inc.*                      *AZ, OH & FL*  
 Designed custom residential projects for both corporate clients and residential builders nationwide. Coordinated design, construction documents and engineering, as well as all other aspects of entrepreneurship to meet and exceed client expectations. Developed consistent methodology for efficient understanding of regionally adopted construction codes and practices.

**Director of Construction Design**    *Florida Design Communities (WCI)*                      *Sun City, FL*  
 Coordinated and managed design, drafting, engineering and client changes to facilitate all lot starts for communities in Sun City and Walden Lake (Plant City). Emphasis on quality control, employee education & training, and customer relations. Conducted site inspections during all phases of construction to ensuring code, construction and design compliance.

**Residential Designer/Department Manager**                      *Home Planners, Inc.*                      *MI & AZ*  
 Responsible for all aspects of project coordination, CADD system maintenance and user training for the largest residential plan provider service in the nation.

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### PERSONAL & CHARACTER QUALITIES

- ◆ *Dedicated family man*
- ◆ *Natural Leader with 18 years of professional experience*
- ◆ *Talent mentor*
- ◆ *Motivational team participation*
- ◆ ***Avid sportsman:***  
    *Golf, Bowling, Baseball, Fishing, Hockey*
- ◆ *Enjoy and excel at hand and computer design/drafting*
- ◆ *Technologically current*

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### PROFESSIONAL REFERENCES & PORTFOLIO

Will be furnished upon request

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### AVAILABILITY

Immediately, with appropriate notification.