Kenneth B. Kilgore

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Professional Experience:

Tradecraft Specialties, Lancaster PA *Nov 2013-June 2019*
Owner/operator:
- Accounting, estimating, marketing, field work and all other duties associated with ownership and operation of contracting and furniture company.

Lebanon County Career and Technology Center, Lebanon PA *Sep 2013-May 2015*
Substitute Instructor

Blatt and Myers, Inc., Electrical Contractors, Myerstown PA *Oct 2012-August 2013*
Warehouse Manager:
- Inventory control and management, with focus on inventory reduction.
- Obtain material quotes from vendors as requested by foreman/project managers; create PO's.
- Fulfill duties of purchasing agent; order inventory and project materials.
- Manage shipments, deliveries, and any staff assigned for related duties.
- Supervise vehicle fleet and building maintenance; perform repairs when necessary.
- Manage equipment tracking, inventory, and maintenance; perform repairs as necessary.
- Represent management on safety committee; address employee safety concerns.

Keystone Vintage Lumber, Lebanon PA *August 2012-Oct 2012*
Sales/Marketing:
- Manage A/P, A/R, customers and vendors shipping/receiving, and internet sales.

Conestoga Log Cabins (Peak Ventures, Inc.), Lebanon PA *July 2004-June 2012*
Design/Engineering Technician:
- Interpret sketches/concepts into floor plans; ensure designs meet code requirements.
- Create final plans and perform interior/exterior rendering from 3D computer-generated models.
- Generate bill of materials (BOM) and schedules for manufacturing and assembly.
- Troubleshoot, write and maintain custom software applications and scripts to increase efficiency.
- Verify manufacturing feasibility and transfer CAD-generated components to CNC formats.
- Check and correct plans of other design/drafting personnel; train drafting personnel as necessary.
- Support quality assurance by examining/changing department procedures/specifications.

Software Experience:

Intuit: Quickbooks
Programming: Microsoft .NET (specialized C#)., HTML
AutoDesk: AutoCAD (version 2000 to 2012), Arch. Desktop/Architecture (2005 to 2012)
Hsb-Soft: HsbCAD (version 10 to 2013), and 'beta' tested all versions.
CNC: Speed Cut SC1 (Hundegger interface), MACH3
Microsoft: Excel, Word, PowerPoint, Publisher, Outlook, Explorer, Access.

Education:

Millersville Univ., Millersville, PA – **Bachelor of Science of Industrial Tech.**, Dec. 2003

Continued Professional Training:

- Class/certificate: 'Basic Lift Truck Operator Training Program' (April 6th, 2013)
- Class/certificate: 'How to be an Outstanding Communicator' (October 15th, 2007)
- Class: 'Engineering Design for Construction' (January 15th, 16th, and May 8th, 2007).
- Class/certificate: Viz Render 2006 Level 1 (essentials) (September 9th, 2006).
- Class/certificate: Microsoft Excel 2003 Level 1 (May 5th, 2006).
- Class/certificate: Microsoft Outlook 2003 Level 1 (April 26th, 2006).
- Class/certificate: Architectural Desktop 2006 Level 2 (February, 2006).
- Training: 'HsbCAD and Tool Script Programming' (Aug. 4th, 5th, and 6th, 2004).
- Class/certificate: Architectural Desktop 2005 Level 1 (essentials) (July 27th, 2004).