

Charles T. Knox  
P.O. box 535  
Hebron, OH 43025  
419-295-1338

## Education

Ohio State University, Columbus, Oh, 1979-1981      Courses focused on Business Administration  
North Central Technical College, Mansfield, Oh, 1982      Sales, Marketing and Communication

## Employment History

- 2006 – Present      Self-Employed / Subcontractor  
Contracted to perform specified work in accordance with plans, blueprints, codes and customer's specifications. Estimate cost of equipment and labor to fulfill the contracts. Confer with client to negotiate terms of contract. Perform and supervise all phases of labor.
- 2001-2006      Centerline Trenching, Baltimore, Oh      \*Equipment Operator  
Operated Equipment; Excavator, Skidloader, trencher. Worked with superintendents at multiple sub-divisions. Ensure work was completed in appropriate timeframe, while following appropriate safety regulations.
- 1995- 2001      BCI Construction, Whiticha, KS      \* Superintendent / Warranty Technician  
Built 38 assisted living sites in Ohio. Oversaw new construction from initial codes and permits thru certificate of occupancy. Scheduled multiple vendors at multiple locations.
- 1994-1995      Columbus Electric Manufacturing, Lexington, Oh      \*Assembly Superintendent  
Responsible for recruiting, training, scheduling, and supervising 50 line production employees. In charge of meeting timelines, staying within budget and production costs.
- 1992-1994      Hi-Stat Manufacturing, Lexington, Oh      \* Supervisor  
Supervised 65 employees in the molding department. Responsible for hiring scheduling payroll preparation time off work requests, evaluations and staff meetings. Implements policies and procedures to ensure company productivity and safety standard.
- 1990-1992      Voisard Manufacturing, Shiloh, Oh      \* Project Manager  
Liason to 12 national sales representatives. Coordinated product trade shows. Processed production orders, maintained inventory, and oversaw production. Initiated direct shipping program. Planned and implemented ad strategies, logo development and negotiations of ad placement and costs.
- 1988-1990      Therm-O-Disc / Emerson Corp., Mansfield, Oh      \*Supervisor  
Recruited, trained and supervised personnel. Responsible for human resource functions
- 1981-1988      Thompson & Sons Company, Crestline, Oh      \*Production Control Manager  
Developed and implemented a computerized work order system, maintained quality control of production flow for purchase orders. Converted manual inventory system to a computerized inventory analysis system. Responsible for reports and contracts.