

Roy C. Henson

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Skills

- * Solid management experience
- * Integrative thinker and problem solver
- * Strong communication and customer service skills
- * Organizational skills with ability to handle multiple tasks simultaneously

Experience Summary

- * Office/Operations Manager - 5 years
- * IT Technician - 9 years
- * Machinery and Equipment Appraiser/Auctioneer – 18 years
- * Construction Superintendent – 5 years

Education

- * Collin College, Plano, TX – Business Management Undergraduate Studies
- * Typing Speed (45 wpm)
- * Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook)
- * Financial/Accounting (MS Money, QuickBooks, Quicken)
- * IT Help Desk (HEAT)

Work History

MEL Valuations - Tyler, TX

10/2010-3/2015

Oil and Construction Machinery and Equipment Appraiser (Contract)

- * Inspected, inventoried and evaluated construction, oilfield and mining equipment
- * Performed market analysis and valuation
- * Generated condition and use report
- * Compiled data for and generate appraisal reports
- * Supervised co-workers
- * Provided quality control/quality assurance (QA & QC)

Austin Building Co. – Museum Towers - Dallas, TX

10/2010-9/2011

Document Manager

- * Communicated with subcontractors to compile and maintain close out documents
- * Built and maintained excel spreadsheet for construction punch lists and reports
- * Maintained and updated blueprints
- * Abstracted and transferred RFI data to blueprints
- * Organized, filed and maintained digital and manual documents, reports and safety records

Austin Building Co. – Omni Hotel - Ft. Worth, TX

10/2008-5/2009

Office Assistant

(Details on page 1)

MEL Valuations - Tyler, TX

10/2005-8/2008

Oil and Construction Machinery and Equipment Appraiser

(Details on page 1)

East Texas Medical System - Tyler, TX

7/1996-10/2005

Senior IT Technician

- * Provide technical support for hardware and software via phone, remote access and on site
- * Install, maintain and repair systems, hardware, software for hospital and surrounding clinics
- * Provide on call assistance 24/7 for rebuild, repair and upgrade as needed
- * Trained staff and ensure compliance with policies and procedures

Rocking H Ranch Auction Service - Chandler, TX

6/1992-12/1995

Vice President/Operations Manager

- * Designed and implemented financial management, planning, systems and controls
- * Computerized and improved operational systems, processes and policies
- * Managed and increased the effectiveness and efficiency of support services
- * Managed finance - payroll, expense approvals and AP/AR
- * Attended meetings with Executive Director regarding fiscal planning
- * Supervised and trained personnel

Nelson International / Parks Davis - Dallas, TX

5/1982-6/1992

Auctioneer and Sales Preparation Manager

- * Domestic and International auction preparation
- * Supervised sales preparation and advertising
- * Ensured timely handling of registration and check-out
- * Received and documented client information into Master Client database system
- * Followed-up to resolve issues and respond to inquiries
- * Provided excellent customer service, internally and externally
- * Responsible for Auction Catalog and Color Slide Sale

Henson and Associates Construction – Palm Beach Gardens, FL

7/1977-5/1982

Superintendent/Machinery Operator – Land Development and Underground Utilities

- * Managed crew and project
- * Operated Heavy Equipment (Bulldozer, Front End Loader) as needed
- * Built roads from sub-base to finish