



## PROFESSIONAL CURRICULUM VITAE

### Richard L. Shaffer

#### Professional Summary:

Graduated Magna Cum Laude from Campbell University with a Bachelor's degree (BAS) in Business Administration. Accustomed to working with senior level management in diverse working environments including military, local government, and the private and corporate business sectors.

**Areas of Expertise:** market research and analysis; statistical/analytical reporting; interpreting statistical data; public relations, evaluation, negotiation, and implementation of contracts; commercial property valuation; data management; organizational management; building inspections; project management; trending & forecast reporting, and zoning/land use planning.

#### Director of Operations

U S Building Consultants, Inc.  
richard@USBCINC.com  
www.USBCINC.com

Building Envelope Science Institute, Inc.  
richard@BESInstitute.com  
www.BESInstitute.com

EIFS Inspector/Moisture Analyst, EDI# FL-109

#### LICENSING AND CERTIFICATIONS:

- EIFS Inspector, Moisture Analyst & Quality Control Certification, 2011
- Licensed Real Estate Appraiser Trainee, State of Florida (Inactive)
- Licensed Real Estate Sales Person, State of Florida (Inactive)

#### EDUCATION:

- Exterior Design Institute EIFS Inspector, FL109, 2011
- Florida Real Estate Institute, FL, Residential Appraisal (AB I), 2006
- Florida Real Estate Institute, FL, Real Estate Salesperson Course, 1999
- Campbell University, NC, Bachelor degree, Business Administration, Magna Cum Laude, 1998
- Fayetteville Technical Community College, NC, Associate degree, Business Administration, 1996
- ICS Center For Degree Studies, PA, Business Management, 1993-1994

## WORK EXPERIENCE IN THE CONSTRUCTION INDUSTRY:

### **2009 - Present: Director of Operations, U S Building Consultants Inc. | Gainesville, Florida**

USBCI assists its clients in Florida and throughout the nation. A construction consulting firm (Architectural, Engineering, & Forensic Investigations) that can take your project from start to finish and not only investigate the problems relating to water intrusion but offer solutions.

**Responsibilities:** Oversight of day-to-day administrative operations, perform field inspections and project management.

### **2009 - 2010: Executive Director, Building Envelope Science Institute Inc. | Gainesville, Florida**

Assisted in launching this For-Profit educational organization; a specialized institute dedicated to the advancement of education, specifically designed for the construction industry. Building Envelope Science Institute Inc. (BESI) is a specialized institute dedicated to the advancement of education, specifically designed for the construction industry. BESI is the industry's premier training and continued construction development center for today and future construction needs.

**Responsibilities:** Oversight of daily operations including the development of human resource materials, website, correspondence, coordinating training seminars, policies & procedures, media relations, creation of committees, obtaining sponsors, and all core business development (including writing the business plan).

### **2006 - 2009: Florida Licensed Real Estate Appraiser Trainee, Crenshaw-Williams Appraisal Company | Jacksonville, Florida**

Crenshaw Williams Appraisal Company is one of Jacksonville, Florida's most trusted commercial real estate appraisers. Since 1997, they have been provided accurate, efficient commercial property appraisals for clients throughout the North Florida and South Georgia areas. An industry leader through dedication to intensive research, thorough analysis and ability to handle any commercial property appraisal need. Experience spans the spectrum of property, from all types of land to office buildings, residential subdivisions, shopping centers, industrial facilities, special use properties and mixed-use developments.

**Responsibilities:** Provided commercial appraisals for vacant land, retail, warehouse, office, residential subdivisions, special-use, and multi-use properties in Florida and Georgia.

## **1999 - 2006: Research Director, CB Richard Ellis, Inc. | Jacksonville, Florida**

Oversight of daily operations of the research department and mapping services for the local market area which covered Northeast Florida. Provided oversight of other market areas and assisted other market researchers in the performance of their duties as needed.

**Responsibilities:** Conduct market research for commercial real estate properties (e.g. land, retail, office, industrial, etc.), provide in depth statistical data and analysis of market conditions (e.g. vacancy, absorption rates, etc.), prepare statistical/analytical reports, interpret statistical data, data management, media contact, mapping services, and write-up for state and national publications on commercial real estate conditions. Provided training for new researchers and internal clients.

### **INVOLVEMENT IN THE INDUSTRY AND PROFESSIONAL AFFILIATIONS (CURRENT & FORMER):**

- Providing on-site inspections and project management for commercial and residential structures for U S Building Consultants from 2009 in the United States and Caribbean.
- Executive Director for Building Envelope Science Institute, developing training and certification courses for the construction industry, implementing various committees within the institute, and instructor for certification from 2009 to 2012.

### **SPEAKING AND LECTURING:**

- Speaker for the Building Envelope Science Institute for Defective Drywall certification throughout Florida and Louisiana from 2010-2012.

### **MILITARY SERVICE:**

- **United States Army**

Served as a communications specialist (31C) for Military Intelligence and Special Operations rapid deployment units and a Gulf War Veteran. Recipient of various decorations, medals, citations and campaign ribbons. Honorable discharge.

**FOR ADDITIONAL INFORMATION PLEASE GO TO [WWW.USBCINC.COM](http://WWW.USBCINC.COM)**