**Donald J. Valtz**

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614-202-2790

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Experienced in Insurance risk assessment, insurance restoration, construction management, and real estate development. Experienced in marketing, project management, product design, quality control and finance. Self starter with experience in home office environment as well as corporate setting. Results oriented leader with inter-personal management style. Practices team concept, proven motivator, well organized with good visualization skills. Adaptable personality with strong analytical qualities. Computer literate in MS Office, Xactimate & Symbility estimation systems.

**WORK EXPERIENCE**

**Owner / Consultant**

*BENCHMARK Building Solutions, LLC - Columbus, - October 2015 to Present*

* Commercial Insurance Inspector – Independent Contractor for multiple risk control companies providing risk assessments and loss control surveys to commercial lines insurance carriers.
* Produce all ITV and property damage estimation reports and coordinate reconstruction as needed.
* Produce New Home Quality Assurance Inspections for National Home Builders.
* Full P & L responsibility for a full service insurance inspection and restoration contractor.
* Manage all phases of marketing and customer service.

**Owner / General Manager**

*BENCHMARK Restoration Services of Ohio, LLC - Columbus, OH - December 2007 to September 2015*

Implemented and directed start up insurance restoration branch office.

* Full P & L responsibility for a full service insurance restoration contractor.
* Manage all phases of marketing and customer service.
* Manage estimation and reconstruction departments.
* Produce all damage estimates with Xactimate or Symbility
* GC and HIC Licenses in Ohio

**General Manager**

*Apex Restoration LLC - Columbus, OH - October 2005 to December 2007*

Implemented and directed start up insurance restoration branch office.

• Responsible for staffing, marketing, acquiring sub base, production and sales of insurance restoration projects.

• Total P & L responsibility.

• Responsible for supervising staff, estimating residential and commercial fire/water/casualty loss properties.

• Supervised and scheduled production of restoration.

• Coordinate documentation with insurance carriers

Oversee collection of receivables and assure implementation of emergency services.

• Implement marketing and branding of new company within the insurance community.

• Establish and maintain relationships with principals within the insurance community to establish new accounts

and cultivate new work.

**Consultant - Director of Business Development**

*Thompson Building Associates - Columbus, OH - September 2003 to October 2005*

Strategic Planning for growth of business and increased market share.

Develop overall corporate marketing strategy, branding and positioning of products or services.

• Evaluation of new business opportunities focusing on the TBA core strengths and values.

• Evaluate profitability of new programs and marketing impact to TBA.

• Directed and coordinate activities of Marketing Department.

• Performs analysis of various departments and redesigned workflow as appropriate.

• Periodic review of strategic of strengths and weaknesses of the various departments and improvement and resolution plans presented to the General Manager for review and implementation.

• Ensure that sales department adheres to company quality sales systems & procedures as designed and documented. I.e. Sandler, etc.

• Analyze market statistics to develop sales campaigns and assist in creating sales quotas.

• Manage and evaluate performance of sales and marketing personnel, documenting and reporting marketing performance / sales to senior management.

• Manages Customer Service Department policies and personnel.

• Develop, formulated and conducted quality control programs using advanced inspection methods, tests, devises and control techniques.

• Develop and monitor marketing budget to optimize marketing expenditures.

• Monitor financial status of the company with corporate controller to identify and resolve budget and funding issues in relation to marketing efforts / spending.

**Consultant - Business Development Manager**

*Roth Construction - Columbus, OH - January 2001 to March 2003*

Develop new and strengthen ongoing relationships within the insurance industry with our carrier clients.

• Develop new and better ways of performing the daily tasks involved in the insurance restoration field.

• Develop new information technology to enhance and strengthen our position in the marketplace.

• Train and supervise all new and existing employees in the methods of construction management.

• Teach new, and enhance customer service strategy to ensure customer satisfaction.

• Provide technical support to all employees on electronic estimation and general computer techniques.

**Great Lakes Regional Coordinator -TPA**

*The PRISM Network Inc (Contractor Connection) - Jacksonville, FL - August 1985 to January 2001*

Third Party Administrator - Manage the Great Lakes Region (5 States)

Network of 72 contractors for the insurance industry. (12 carriers)

• Oversee contractor performance to guarantee quality assurances.

• Calculate and monitor contractor performance per industry guidelines.

• Recruit and Train Add-On contractors to the program.

• Instruct contractors in electronic estimation (Xactimate) and internet communication.

• Problem Resolution Arbitrator / Liaison to the Insurer, Contractor and Insured.

• Administrate and implement all program guidelines and procedures.

• Conduct quarterly Workshops / Conferences as requested by Insurer Clients

**Owner / Chief Projects Manager**

*Valtz & Associates, LLC. - Columbus, OH - August 1995 to September 1996*

Owner /General Operations Manager

• Establish and administer all operation and development systems and budgets.

• Develop and maintain production schedules.

• Develop subcontractor/vendor base. Provide marketing strategies and support.

Clients: The Thomas Group Inc., Marion, Ohio - Operations Manager - The Villas of Hampton Woods

O.W. Taylor, Inc., Cincinnati, Oh General Contractor / Project Manager -

Retrofit roofing system for the Defense Construction Supply Logistics Building

**Project Manager**

*The Borror Corporation - Dublin, OH - September 1992 to September 1995*

Administer the construction of $12+ million in single family home subdivision

Oversee staffing and training of operational personnel.

• Schedule and coordinate all work completed by subcontractors.

• Maintain construction costs within budget.

**Design Consultant / Production Manager**

*Archideck of Central Ohio - Columbus, OH - October 1991 to September 1992*

Assisted owner in start up of new business.

• Established design and oversaw production of outdoor leisure and home improvement products.

• Coordinated all quality control and warranty services operations. Initiated and implemented computerized estimation and design programs.

* Winner of the 1991 Platinum award for Exterior Living, BIA of Central Ohio
* Ameriflora Award Winner – Mexico exhibit, YardMaster exhibit, Dawes Arboritum exhibit.

**Project Manager**

*Qualstan Corporation - Columbus, OH - December 1989 to August 1991*

Coordinated construction of 200+ single family homes in the Laurel Green and Cross Creek subdivisions.

• Maintained compliance with all city building code and internal operating procedures.

**VP / General Manager**

*Neal Communities - Bradenton, FL - August 1987 to November 1989*

GC for 1512 Unit Planned Urban Development / Condominium Community. Staffed and managed all operational support personnel.

• Supervised all land and utilities development as well as vertical construction.

• Presented new development phases to legislative bodies for regulatory approval.

• Formulated efficiency procedures in quality control, warranty service, and accounting operations.

• Assisted in development of sales and advertising programs.

• Established and administered all operations and development budgets.

• Managed multiple condominium associations and conducted required meetings.

• Directed Condominium turnover to residents.

• Licensed Florida Contractor

**Project Manager**

*REBCO Development Corp - Sarasota, FL - June 1985 to August 1987*

Completed all phases of construction and marketing for 150 unit golf course -condominium development.

**Construction Manager**

*Arthur Rutenburg Homes, Inc - Sarasota, FL - May 1983 to September 1985*

Directed construction activity of $3 million model home center and 25 Upscale Custom Single-Family Homes.

TPC (Tournament Players Club) of Sarasota.

**Construction Superintendent**

*RAMAR Development Corp - Venice, FL - 1982 to 1983*

Managed the construction of 25 duplex dwellings at the Plantation Golf and Country Club.

**Production Manager**

*Maison - Phenix Homes - Clearwater, FL - 1981 to 1982*

Managed the production of 25 single family residences encompassing west coast region of Florida. Joint venture between U.S Homes and Maison - Phenix Homes of Europe. Coordinated construction & logistics for foreign company expanding into U.S. market.

**Construction Superintendent**

*U.S. Homes - Sarasota, FL - 1979 to 1981*

Managed the construction of 30 residential duplex dwellings.

**Director of Rehabilitation and Marketing**

*Olentangy Management Company - Columbus, OH - 1977 to 1979*

Renaissance Project -Directed and coordinated marketing efforts.

Acted as liaison between developer and production company.

Award Winning urban redevelopment project, Largest in the U.S at that time.

Included the restoration of 100+ Victorian era houses as well as re -development of the neighborhood infrastructure.