

# CURRICULUM VITAE

## **KEITH PARSONS**

### PERSONAL PARTICULARS

Residence P.O. Box 333,  
Pouch Cove, NL A0L 3L0  
Phone Residence (709) 335-2731  
Phone Business (709) 726-9103  
Health Excellent

### EDUCATION

College of the North Atlantic, Gander, Newfoundland  
Certificate in Computer Support Specialist, 2002 ( Graduated with honours)  
Completed Carpentry Apprenticeship - K & P Contracting Ltd., 1984  
Gonzaga High School, High School Diploma, 1973

### TECHNICAL COURSES AND SEMINARS

R-2000 Professional Plan Evaluator V9  
Residential Mechanical Ventilation Certification (Designer & Installer)  
Proficient in Computer programmes and Word Perfect Hardware  
Trained in technical writing

### WORK EXPERIENCE

General foreman, Heat Seal Ltd., St. John's Newfoundland  
1980 - August 1998  
Project Management  
Time keeping  
General house construction  
Mill work  
Energy efficient house construction  
Installation and maintenance of various types of Air to Air Heat  
Exchangers.  
Energy Efficient Retrofits, Commercial and Residential

Carpenter, K & P Contracting Ltd, St. John's, Newfoundland  
June 1974 - August 1980  
A general carpenter in the company. Primary responsibilities ordering  
materials, and time keeping

### PROFESSIONAL DEVELOPMENT

Dale Carnegie Course  
Phoenix Seminar  
HRAI - Residential Mechanical Ventilation Design & Installation  
Indoor Air Quality Workshop