

BIOGRAPHICAL INFORMATION

WAYNE E. HUFFMAN
ROUTE 5, BOX 562
CLARKSBURG, WV 26301
(304) 745-4777

GLENVILLE STATE COLLEGE, Glenville, WV
Bachelor Degree / Business Administration
Major / Business Management; Minor / Marketing - Finance

WORK EXPERIENCE

Huffman Corporation
1987 to present

PRESIDENT and C.E.O.: Building and maintaining a General Contractor / Construction Management firm, that has grown into a highly respected business that produces quality work with a standard of service that can not be surpassed.

WV Welding Supply
1985 to 1987

ACETYLENE PLANT OPERATOR, DISPATCHER, EQUIPMENT OPERATOR: Involved in all phases of Packaging / distribution of welding gas products.

Huffman Construction Co.
1984 to 1985

EQUIPMENT OPERATOR, MECHANIC: All types of heavy equipment involved in construction activities of family-owned business. Additionally, 1975 to 1983, worked part-time in same capacity while continuing educational pursuits.

PERSONAL EVALUATION

Experienced construction individual familiar with all phases of construction activities in both residential and commercial building. Through involvement with family-owned construction business from childhood, I have obtained a unique perspective of all aspects of operational activity as both employee and employer. Thoroughly schooled in areas of financing and management of the construction industry by family members and, combined with formal education in business management, allows for effective and comprehensive management of the corporation.

MANAGEMENT COURSES

- Principles of Management: Acquainted me with an analysis of the management process, management concepts in planning, organizing, actuating and controlling different skills having to do with management and decision making.
- Labor Management & Relations: Informed me of concepts and procedures in labor organization, examining current labor problems, and the development and application of existing federal and state laws affecting the labor movement.
- Human Relation in Business: Provided an analysis of human behavior as it relates to organizational management and development.
- Production Management: Involved controlling factors of quality and cost in the development of marketable products
- Small Business Management: Familiarized me with the treatment of problems and principles in small business. Emphasis is placed on procedures, characteristics, method and problems confronting the small business entrepreneur.
- Office Management: Introduced me to the concepts of office production, distribution, sales and personnel administration. Also, stressed were the objectives, policies and procedures of specific departments.