

Attachment 2

**F R E D A L K A** 1 0 1 8 W O L C O T T R D , W O L C O T T C T 0 6 7 1 6

**(203) 509-2200 E-mail: [fredalka@yahoo.com](mailto:fredalka@yahoo.com)**

**EXPERIENCE**

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**05/2012 – Present** **Energy Source LLC.** **Southbury, CT**  
**Manager Business Development**

- Develop an energy supply management strategy that is tailored to each of our clients' unique needs
- Ensure all sites located in deregulated energy markets are run through a competitive bidding process and determine the associated economics/savings
- Review all competitive & licensed energy suppliers for items such as financial stability, experience in the marketplace, customer references and attractive contract terms
- Collect all historical energy data that is required for the bidding process
- Conduct utility tariff comparisons to determine the competitiveness of energy supplier bids
- Facilitate energy contract negotiation with chosen supplier(s)
- Ensure energy suppliers are complying with contract terms
- Monitor market conditions throughout the contract term for attractive market opportunities that allow our clients to extend or renew existing contracts at optimal times

**12/2009 – 05/2012** **Starion Energy Inc.** **Southbury, CT**  
**Manager/Team Leader**

- Developed training, compliance protocols, and broker support for residential market and business to business sales agents.
- Developed and maintaining a strong agent channel strictly serving commercial and industrial (C&I) users across the United States.
- Developed and maintaining an excellent Door to Door (D2D) sales staff and customer acquisition program among various states which includes management and sales agents focused on relationship based residential and commercial users.

**03/2008 – 12/2009** **Allied Home Mortgage Corp.** **Waterbury, CT**  
**Loan Officer**

- Created and executed a daily business development plan that included driving sales, optimizing profitability and improving staff production.
- Lead a team of 5 Loan Officers and oversee the day to day management sales team.
- Responsible for daily and monthly reporting requirements to corporate office.
- Review and analyze all loan applications for preliminary approval or denial of Conventional and FHA mortgages in accordance with company and Federal guidelines.

**4/2006 – 03/2008** **American Nationwide Mortgage Company, Inc** **Waterbury, CT**  
**Branch Manager / Mortgage Consultant**

- Created and executed a daily business development plan that included driving sales, optimizing profitability and improving staff production.

- Lead a team of 5 Loan Officers and oversee the day to day management sales team.
- Responsible for daily and monthly reporting requirements to corporate office.
- Review and analyze all loan applications for preliminary approval or denial of Conventional and FHA mortgages in accordance with company and Federal guidelines.

**03/2003 – 04/2006**

**Alka Finance, LLC**

**Waterbury, CT**

**Manager / Mortgage Consultant**

- Responsible for maintaining a steady flow of monthly production volume for the office.
- Reviewed all outgoing loan documentation used to close loans.
- Created documentation procedures and office fees.
- Over see hiring and training of Loan originators and processors alike.
- Reviewed office closed loans with the CT's Department Of Banking for Compliance inspection reviews.
- Worked with CT's Department Of Banking, registering Loan Originators for the office.

**05/2000 – 03/2003**

**The Mortgage Supercenter Inc.**

**Waterbury, CT**

**Mortgage Consultant**

- Know and successfully apply the principles of: Lending basics, Compliance, Loan documentation, Lending guidelines, deal structuring and Computer technology.
- Originate home loans for purchases, construction-perms, and refinances.
- Originated and pre qualified through Loan Prospector and Desktop Originator
- Pre-qualified applicants through face to face and over the phone interviews, thoroughly filling out the 1003 Loan Application
- Obtain mortgage commitment from underwriting.
- Follow up with Borrowers and ensure all outstanding conditions are collected to clear loan.
- Develop and use a strong Unique Selling Proposition with potential clients, clients and referral partners.
- Use my excellent phone skills in generating leads, making sales presentations and communicating with clients and staff.
- Create and make face-to-face sales presentations to individuals and groups.
- Complete all loan applications thoroughly before sending to processor.
- Contribute to organizing and attending broker open houses.
- Build and manage electronic database of past clients, referral partners and potential clients.
- Successfully use creative marketing and sales practices to create new business.

**1997-2000**

**The Siemon Co.**

**Watertown, CT**

**Product Designer/Product Development**

- Analyzed manufacturing problems and effected time solutions.
- Designed precision communication cabling hardware, including sheet metal enclosure, metal stamping, and plastic injection molded components.
- Identified faulty product through tolerance analysis.
- Extensive use of computer aided design and analysis software for solid modeling and FEA.
- Created and production released a sub floor zone unit enclosure and several injection molded perimeter fittings.
- Formulated market pricing based on internal costs, amortization of capital, acceptable margins and competitor analysis.
- Researched and developed competitive products for new home cabling line in accordance with strategic budgeting goals and

## ABC Application Form

manufacturing capabilities, securing customer satisfaction.

- Led approval process of two new, finished-good suppliers. Resulted in a new product line for voice, data, and RF distribution in home and small office applications.
  - Effectively tracked multiple project tasks using MS Project, Gantt charts.
  - Wrote product validation reports to ensure quality outcomes.
  - Created prototypes aiding towards new and existing product design using SLA machine.
  - Represented engineering department in Beta questions through certified installer programs.
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**EDUCATION**

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| Teikyo Post University                                 | Waterbury, CT |
| ■ <i>Business Management (Currently in Attendance)</i> |               |
| Porter & Chester Institute                             | Watertown, CT |
| ■ <i>AutoCAD 3D Solid Modeling</i>                     |               |
| Porter and Chester Institute                           | Watertown, CT |
| ■ <i>Mechanical and Electronic Drafting and Design</i> |               |

**COMMUNITY INVOLVEMENY**

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**Albanian American Community Center**  
106 Columbia Blvd, Waterbury CT 06702

**Secretary Of The Board**

- I have organize, lead, team to account for all evidence of (finance)
- I am incharge of maintaining meeting minutes and the most important documents in archives
- My job as a Secretary requires my cooperation with the Presidents of the Council of the general board and to maintain separate accounting for special events.
- To receive and disburse all official acts, to prepare and organize the administration of various AAICC HP bodies, and to report of the same to the President of the Board

**ACHIEVEMENTS**

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*Certificates:*

- Attended Geometric Dimensioning and Tolerancing class conducted by Naugatuck Valley Community College.
  - Completed Introduction to Pro/Engineer & Advanced Pro/Engineer conducted by RAND Technologies.
    - Completed Project Management course conducted by the American Management Association
      - Completed Siemon Residential & Commercial Cable Installer program

**COMPUTER SKILLS**

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- Caylx 7.0
- Mortgage Dashboard
  - Microsoft Office
  - Pro Engineer 200I
    - Pro-Intralink
- AutoCAD R 12 – 2000I
- AutoCAD R 14, 3D Solid Modeling package
  - P-CAD Release 8
    - Catia
  - BPIC's-MRP II
- Lotus Notes Release 5