JEREMY BABCOCK

GOES BY JAY

BUSINESS OPERATIONS & ORGANIZATIONAL LEADERSHIP

Greenville / Upstate South Carolina | (828) 817-8771

JayMystic444@gmail.com

PROFESSIONAL INTRODUCTION

A foundation in ownership.
A future in leadership.

My career has been shaped largely by entrepreneurship. Building and operating service businesses required me to lead people, earn customer trust, make financial decisions, solve operational problems, and take responsibility for results. That experience gave me a practical understanding of how the different parts of an organization work together.

At Closing Repairs Inc., I directly led eight employees and independent contractors across project management, technical services, sales, marketing, financial support, and administration. I developed and implemented processes used in daily operations, including estimating, scheduling, quality inspections, customer follow-up, sales tracking, and purchasing.

I also develop operational visibility frameworks that organize workflow information, expose gaps, and support clearer decisions. My experience spans remodeling, commercial mechanical projects, and hospitality engineering leadership. Across these roles, I have learned to combine accountability, adaptability, and practical systems thinking to strengthen an organization’s operational foundation.

I am seeking a long-term opportunity with an established organization where I can contribute broad operational experience, collaborate with a capable team, and continue growing as a leader. I would welcome a conversation about how I can contribute.

Sincerely,

Jeremy Babcock (Jay)

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GOES BY JAY · BUSINESS OPERATIONS & LEADERSHIP

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EXECUTIVE PROFILE

Business owner and operations leader with experience in personnel management, project delivery, financial decisions, and facilities operations. Led an eight-person workforce and implemented repeatable processes. Develops operational visibility frameworks, workflow structures, and performance reporting concepts to help teams identify information gaps, understand operations, and make more informed decisions.

LEADERSHIP & OPERATIONAL STRENGTHS

Business Operations · People Leadership · Operational Visibility & Reporting · Framework Development · Workflow Architecture · Project Delivery · Financial Oversight · Process Improvement · Facilities Management

BUSINESS OWNERSHIP & PROJECT LEADERSHIP

FOUNDER / OWNER | Closing Repairs Inc.

Charleston, SC | June 2015 – October 2021

- Founded and operated a residential repair and construction company serving real estate professionals and property transaction-related clients.
- Directly led eight employees and independent contractors across project management, technical services, sales, marketing, financial support, and administration.
- Directed daily operations and held authority for personnel decisions, estimating, pricing, customer agreements, purchasing, and financial oversight.
- Implemented six routinely used operating processes covering lead tracking, scheduling, inspections, customer follow-up, proposals, and purchasing or expense tracking.
- Tracked operational activity across sales, project delivery, finances, quality, purchasing, customer relationships, and workforce performance to support visibility into business operations.

FOUNDER / OWNER | Affluent Remodeling LLC

Tryon, NC region | 2022 – 2024

- Led residential remodeling projects from client consultation and estimating through scheduling, subcontractor coordination, and completion.
- Coordinated two full-time subcontractors and administrative support; managed material purchasing, project costs, quality, and customer communication.

PROFESSIONAL EXPERIENCE

FACILITIES LEADERSHIP & TECHNICAL OPERATIONS

CHIEF ENGINEER | Homewood Suites / Crossroads Hospitality

Mount Pleasant, SC | March – July 2026

- Directed property maintenance priorities, supervised one technician, and coordinated preventive maintenance, repairs, vendors, and purchasing.
- Addressed HVAC, plumbing, electrical, and building-system needs with hotel leadership and operating teams.

CHIEF ENGINEER | Hyatt House / Olympia Hospitality

Mount Pleasant, SC | September 2025 – January 2026

- Managed property-wide maintenance, inspections, troubleshooting, vendor services, and purchasing; supervised one maintenance employee.
- Developed workflow and tracking recommendations for management consideration.

SKILLED MAINTENANCE LEAD | The I'On Club

Mount Pleasant, SC | January – September 2025

- Served as primary maintenance professional, coordinating preventive maintenance, technical repairs, supplies, and vendors for club facilities.

ADDITIONAL BUSINESS & TECHNICAL EXPERIENCE

Frontier Mechanical

Independent Contractor | Charleston, SC | Approx. 2021–2022

Commercial HVAC/mechanical project support, operations, business development; exposure to process piping, boilers, and chillers.

Affluent Coworking

Founder / Operator | Tryon, NC | Approx. 2022–2024

Operated flexible workspace memberships, member services, and shared amenities.

MAA James Island Apartments

Process Optimization & HVAC Specialist | Charleston, SC

Residential property maintenance and HVAC support.

Best Western New Baltimore Inn

Maintenance Supervisor & Operations Analyst | West Coxsackie, NY

Hospitality maintenance and operational support.

TECHNOLOGY & TECHNICAL SKILLS

Business systems: Google Sheets, Excel, Asana, Trello, Microsoft Project, estimating tools, Power BI, Google Apps Script, and workflow tracking.

Technical: HVAC service and installation support, mechanical troubleshooting, plumbing, basic electrical, carpentry, construction, and preventive maintenance.

CERTIFICATIONS, EDUCATION & DEVELOPMENT

Certification: EPA Section 608 Type II Education: General Educational Development (GED)

Professional development: Lean Six Sigma and operational improvement coursework / independent study.