Business Experience ▪ Leadership ▪ Financial Competency

Education & Skills

-Successful Sales Career in Industrial Automation, Controls, and Valves

-5 years experience with Prophet 21 ERP System

-Bachelor of Science in Entrepreneurship, Jon M. Huntsman School of Business, Utah State University.

-2 years of study in Mechanical Engineering, 2 years of study in Electrical Engineering

-Successful completion of business courses in accounting, calculus, statistics, management, and business practices.

-High proficiency with Microsoft Office software package.

-Excellent ability with Yardi Voyager, residential and commercial accounting software.

-Experience with MAS 500, commercial accounting software.

-Class B Commercial Driver’s License.

**Account Manager/Technical Sales Support/Warehouse Assistant**

Winn-Marion Companies ▪ Roosevelt, UT

06/2013 – Current

I visit customers regularly and develop great working relationships with them which helps in providing great customer service, developing sales, and in resolving customer requests and concerns. I accurately prepare detailed and technical quotes for turnkey automation and control solutions thereby providing excellent value to our customers. I prepare quotes with a high level of attention to margin and profitability. I often size, quote, and sell flow control valves for specific applications.

I regularly use Prophet 21 for checking orders, invoices, inventory, purchase orders, and customer credit history. I frequently train coworkers on internal processes and customers on highly technical products. I assist in the interviewing, selecting, and training of new staff. On occasion, I develop and improve internal procedures. I work daily with suppliers to improve training, sales, lead times, and pricing. I fill in for the branch manager whenever he is unavailable and lead a team of service technicians. I assign duties to and lead the warehouse manager. I work closely with management to identify business opportunities and issues. I’m a positive and creative person with the ability to solve almost any problem.

**Financial Manager**

Wasatch Property Management ▪ Logan, UT

09/2011 – 04/2013

I performed the corporate accounting for five large apartment complexes in Arizona ranging from 180 to 360 units. I ran reports and reviewed move-out files and month end financials for accuracy, finding errors and saving the company money. I accurately filed monthly sales tax reports to county governments. I also received money from clients and made deposits to the company’s accounts. I quickly fixed errors found during our bank reconciliation process which also saved the company money and ensured the accuracy of our books for yearly audits. I clearly communicated job duties and new job processes with onsite managers to eliminate confusion and ensure that job duties were completed correctly. I also learned to effectively communicate and lead people.

**Automation Technician**

Winn-Marion Automation ▪ Roosevelt, UT

04/2011 – 08/2011

I examined the function and design of installation processes, which cut down on learning time and mistakes. I worked on a team of five people and coordinated duties with coworkers in a tactful fashion in order to finish the job in a timely manner with low levels of confusion and contention. I occasionally generated new ideas of how to install equipment, for improved functionality, aesthetics, and quality. I always strived to be creative and provide excellent workmanship. While on the job I was able to gain a general understanding of the workings of oil wells and pump jacks. I worked 60 to 70 hours a week in 100° F weather, which taught me how to work hard in adverse conditions.

**Physical Infrastructure Technician**

Utah State University, IT Department ▪ Logan, Utah

09/2010 - 12/2010

I quickly and efficiently problem solved non-working internet and telephone lines, which saved the department time and money, and lowered client downtime. I communicated with clients about issues found and what I was doing to fix them, cutting down on client confusion and displeasure.

**Automation Technician**

Winn-Marion Automation ▪ Roosevelt, UT

04/2010 - 08/2010

I examined the function and design of installation processes, which cut down on learning time and mistakes. I worked on a team of five people and coordinated duties with coworkers in a tactful fashion in order to finish the job in a timely manner with low levels of confusion and contention. I occasionally generated new ideas of how to install equipment, for improved functionality, aesthetics, and quality. I always strived to be creative and provide excellent workmanship. While on the job I was able to gain a general understanding of the workings of oil wells and pump jacks. I worked 60 to 70 hours a week in 100° F weather, which taught me how to work hard in adverse conditions.

**Survey Assistant**

Rocky Mountain Surveyors ▪ Vernal, UT

03/2010 - 04/2010

I analyzed over 10,000 data points and made suggestions to the owner of the company about actions to be taken, which enabled him to focus on only the most important tasks. I reworked and updated data analysis processes, saving the company time, money, and errors.

**Financial Secretary/Assistant to the President/Missionary**

Guatemala, Quetzaltenango Mission ▪ Guatemala

03/2008 – 02/2010

I managed accounts of a group of 180 missionaries, a managerial office, and the president of the mission, and completely cut overspending. I implemented new budgets, spending processes, medical and telecommunications programs, and cost-savings initiatives, saving the mission over $100,000 in seven months. I learned valuable accounting principles, and regularly devoted 15-18 hours a day to work. I also regularly arranged conferences and trained groups of 100 to 200 missionaries and learned valuable leadership skills.

**Survey Assistant**

Uintah Engineering and Land Surveying ▪ Vernal, UT

06/2007 – 03/2008

Prepared the truck and equipment for each day. Setup highly sophisticated GPS equipment on field site. Assisted crew chief with setting stakes and finding and placing corners.

**Shuttle Bus Driver**

Utah State University, Transit Department ▪ Logan, UT

09/2006 – 05/2007

I performed pre-check inspections on vehicles each shift. I drove in a safe and courteous manner. I provided safe and friendly transportation for students. I worked hard to maintain timely transportation.

**Water Truck Driver**

R.N.I. ▪ Roosevelt, UT

05/2006 - 08/2006

In six days I learned to operate a Class B bobtail water truck and acquired my commercial driver’s license. In those six days I also learned all of the duties of the job, showing the ability to learn new mental and physical skills in a short time frame. I became very good at my job within a few weeks and I was able to perform the job duties much quicker than veteran drivers by creating a process of operation for myself. I regularly worked 120 hours a week.

**Delivery Driver**

Hansen Oil Company ▪ Logan, UT

10/2005 - 05/2006

I manually loaded 55 gallon drums of oil, antifreeze, and washer fluid into a pickup. I delivered and pumped oil into the customer’s tanks. I provided polite and helpful service to customers. I took inventory and alerted my supervisor if orders needed to be placed.

**Road Crew Hand**

USDA Forest Service ▪ Vernal, UT

05/2005 - 08/2005

I prepared the truck and materials each day before leaving town. I fueled vehicles and performed minor maintenance. I hauled materials with a pickup and trailer to mountainous job sites. I performed manual labor with a shovel, rake, and post pounder. I assisted equipment operators in all of their duties.

**Survey Assistant**

Uintah Engineering and Land Surveying ▪ Vernal, UT

11/2004 – 05/2005

I prepared trucks and materials each day before leaving town. I fueled vehicles and performed minor maintenance. I setup a base station and other highly sophisticated GPS equipment and assisted the crew chief in all his duties. Helped with setting stakes and finding and placing corners.

**Road Crew Hand**

USDA Forest Service ▪ Vernal, UT

05/2004 – 11/2004

I prepared the truck and materials each day before leaving town. I fueled vehicles and performed minor maintenance. I hauled materials with a pickup and trailer to mountainous job sites. I performed manual labor with a shovel, rake, and post pounder. I assisted equipment operators in all of their duties.

**Parts Helper**

Smith Detroit Diesel ▪ Roosevelt, UT

03/2001 - 09/2003

I ensured all shipping and receiving was performed correctly. I took inventory and alerted my supervisor if orders need to be placed. I ran a forklift for loading and unloading large freight. Ran parts to customers and field mechanics.

**Master Landscape Laborer**

Self Employed ▪ Vernal, UT

05/1999 – 03/2001

Started successful yard working business. Did all manner of yard work that customers requested.