

Executive Summary:

- 5 years construction management experience
- Grossed over \$720,000 in revenue through direct labor supervision
- Managed the integration of resources from an acquisition saving the company \$50,000
- Fluent In English and Spanish
- MBA (Supply Chain) and B.S. (Leisure Services Management)

Experience:**Assistant General Manager, KT Contracting Co. Inc., Salem, OR April 1997 – August 2004**

Managed company resources for a public works contracting company that averaged \$3 million in annual revenue

- Managed purchasing of materials for projects saving the company over \$20,000 in potential liquidated damages
- Modified company health plan saving the company 10% annually on insurance premiums
- Supervised over 60 employees on a daily basis earning the company over \$720,000 in gross revenue
- Negotiated refund of telecommunication charges saving the company 20% in annual costs
- Managed logistical operations of various construction projects earning the company over \$100,000
- Reorganized and integrated human resources and financial functions of a newly acquired company saving \$25,000 in direct labor costs

Ski Professional, Deer Valley Ski Resort, Park City, UT December 1999 – April 2000

Worked as a ski instructor at one of North America's top three resorts

- Provided outstanding customer attention helping maintain the high level of service that Deer Valley reposes
- Achieved Professional Ski Instructors of America (PSIA) Level 1 Certification

Intern, Oregon Parks & Recreation Department, Salem, OR May 1999 – August 1999

Interned at public agency in charge of all state owned parks throughout Oregon

- Researched marketing possibilities for Bicentennial Commemoration of Lewis & Clark Expedition
- Assisted Interpretive Coordinator with research and presentations to help increase the effectiveness of interpretive programs throughout the state which in turn increased park attendance

Assistant Office Manager, Budget Rent-a-Space, Keizer, OR June 1989 – October 1994

Assisted in management and daily operations of a storage unit rental facility

- Supervised the rental of U-Haul moving trucks and storage units to ensure company profitability through employee efficiency and facility maintenance
- Maintained 95% occupancy rate through local advertising and improved customer service
- Assisted in the construction of additional storage buildings that expanded facility capacity 50%

Education:

Master of Business Administration (Supply Chain emphasis)—Brigham Young University April 2006

Bachelor of Science (Leisure Services Management)—Brigham Young University August 1999

- Leadership training with emphasis in the recreational industry
- Focused studies on commercial recreation and business management

Service:

Church Auction Coordinator, Portland, Oregon, November 2003

- Coordinated fundraising event that raised \$8000 for various charitable organizations, primarily the Albertina Kerr Center
- Coordinated the distribution of Christmas gifts purchased for individual children at the Albertina Kerr Center

Volunteer Church Representative, Bilbao, Spain, January 1995 – July 1996