

# CONNER MARTIN

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## EDUCATION

### SOUTHERN NEW HAMPSHIRE UNIVERSITY

*Bachelor of Science in Business Administration*

GPA: 4.0 | Graduated Summa Cum Laude

Manchester, NH

May 2018

### NHTI: CONCORD'S COMMUNITY COLLEGE

*Associate of Science in General Studies*

GPA: 3.90 | Highest GPA of graduating students in the General Studies Program

Concord, NH

May 2017

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## EXPERIENCE

### *Residential Sales Associate, ADF Flooring* - Concord, NH

September 2021 – Present

- Inform and sell flooring products and installations to customers - including carpet, lvp, sheet vinyl, tile, and hardwood; measure as needed, draw floor plans, annotate installation instructions for installers, and create estimates in Quickbooks
- Control and manage the installation process from start to finish, working with subcontractors to ensure project completion and customer satisfaction
- Helped advise and facilitate the adoption of a digital measurement software for more accurate job costing and estimation
- Assisted in opening an online eBay store and Amazon Small Business storefront to help capture a wider customer base and build our brand, focusing on DIY products

### *Flooring Consultant, THE HOME BEAUTIFUL* - Belmont, NH

May 2021 – September 2021

- Inform and sell flooring products and installations to customers - including carpet, lvp, sheet vinyl, tile, and hardwood; measure, draw floor plans, annotate installation instructions for installers, and create estimates in Quickbooks
- Open and operate The Home Beautiful Bargain Outlet on Mondays. Sell flooring remnants and schedule bindings for area rugs. Assisted in developing an inventory system to track margins and increase access to product information
- Responsible for collecting and recording data on product returns at our warehouse for all sales, and assist in ensuring each return is processed on time
- Project Manager - Responsibilities include completing all measurements, drawings, installation instructions, and sourcing all installation supplies and accessories needed, and determining their quantities for other employees. Tasked with developing relationships with installers to help in scheduling efforts, and to manage and predict problems before they occur

### *Manager, KRAZY KIDS* - Pembroke, NH

October 2019 – March 2020

- Primarily responsible for all daily business operations; focused on organizing newly purchased business and increasing productivity of employees to provide better customer service
- Managed weekly ordering; produced a cost analysis to consolidate suppliers
- Developed owners and operations manual, employee manual, COVID-19 cleaning guides, and altered business processes to increase efficiency and improve employee accountability
- Assisted in accounting efforts, organizing and entering revenues, expenses, and other financial activities into Quickbooks

### *Manager, LANG'S ICE CREAM* - Pembroke, NH

April 2019 – March 2020

- Developed owners and operations manual, employee manual, and organized relevant business documents
- Assisted in accounting efforts; tracking revenues, expenses, and other financial activities via Quickbooks

### *Custodian, STRAFFORD SCHOOL* - Strafford, NH

July 2013 – Present

- Oversaw floor stripping project for approximately 60,000 square feet, improving the efficiency of specific processes, allowing work hours to be allocated elsewhere and increasing productivity
- Managed operations and procedures while collaborating with team members to meet deadlines and enable school events and activities in the upcoming school year

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## RELEVANT PROJECTS

*Project Manager, SUBCONTRACTOR* - NH

June 2019 – October 2019

- Managed and collaborated with a team of four to meet deadlines while remaining profitable, and assisted in completing projects within our budget
- Maintained open lines of communication with property owners to establish and accomplish their goals
- Assisted in activities including drywall, flooring, painting, mold removal, landscaping, remodeling, and other custom projects

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## SKILLS

**Social Media/Web:** Skilled using Facebook, Twitter, Instagram, LinkedIn, eBay, and Amazon to drive sales and marketing efforts

**Computer:** Quickbooks, Microsoft: Word, Excel, and PowerPoint