Chris Pietsch

[bzb0456@gmail.com](mailto:bzb0456@gmail.com)

425-263-0456

# EXPERIENCE

**Senior Operations Administrator –** Pop Acta

Feb 2022 **–** Present · Fort Collins, CO

Duties Include:

* Edit/prepare html for deployment and run coded script through a command line.
* Creating Python code script through a specially built software
* Reporting revenue
* Accurate maintenance of performance reports (revenue, delivery confirmation, et cetera)
* Flexible, positive, rapid cooperation with team members and clients
* Accurate, up-to-date documentation of protocols.
* Steady and continuous improvement in technical skill sets.
* Conquering challenges with positive attitudes.
* Additional projects as needed (typically to streamline workflow or result analysis).

Technical Skills

* Fundamental HTML and CSS
* Basic and Intermediate Concepts for Python
* Software integration across several platforms

**Business Development Manager -** Carbon Tech, Ltd

Jan 2020 – Feb 2022 · Fort Collins, CO

Duties include:

**Administrative & Account Management**

* Managing all incoming leads via phone/text
* Estimating, bidding, scheduling, and invoicing
* Dispatching and assigning jobs
* PPC Marketing on Google and other primary social media networks
* Aid in Accounting with QuickBooks
* Customer follow-up and quality assurance within an all inclusive CRM software.
* Utilizing Microsoft Suites to build: Organization Charts, Proformas, and a variety of Manuals for
* Operations, Policies, Procedures & Employee Training
* Profit and loss Management

**HR Management & Development**

* Hiring & Firing New Employees, Contractors, and Vendors
* Developing process to training & orientation of oncoming personnel & delivering training
* Ongoing management of Employees and Contractors
* Payroll Process Development
* Payroll Accounting and execution
* Troubleshooting any claims from Employees, Contractors, or Vendors that arise from daily business process.

**Marketing Management**

* Daily management of Google Ads and other Social Media Marketing Campaigns
* Website Development & Optimization with WordPress and Elementor Software
* Utilizing Adobe Creative Suites including to aid advertising, or web development.
* Understanding marketing analytics and applying strategy to scale campaigns for results that stimulate growth, increase customer base, and drive revenue.

**Retail Operations Manager** · Avid Athletic Club, LLC

Jan 2018 - Jan 2020 · Bothell, WA

**Duties Include:**

* Create business plan backed by market research with reports to show detailed findings.
* Manage vendor relationships with manufacturers and shipping carriers to create a supply chain- Distribution Logistics from manufacturer to customer.
* Product line development by creating product labels and packaging designs.
* Develop website, landing pages and marketing strategies optimized for generating online sales.
* Manage multiple online marketing campaigns on multiple platforms such as Google ads,
* Facebook, Pinterest, Instagram, YouTube
* Manage online presence and band development.
* Manage CRM software & analytic data tracking.
* Manage of payment processing solutions & online payment gateways
* Act as guarantor on banking contracts
* Handle primary business banking account and generate correlated reports- Prepare business tax reports and submit filings.

**Retail Operations Manager** · Ultraceuticals, LLC

Jan 2015 - Jan 2018 · Mill Creek, WA

**Duties Include:**

* Create business plan backed by market research with reports to show detailed findings.
* Manage vendor relationships with manufacturers and shipping carriers to create a supply chain.
* Distribution logistics from manufacturer to customer
* Product line development by creating product labels and packaging designs.
* Warehouse inventory processing management
* Develop website, landing pages and marketing strategies optimized for generating online sales
* Manage multiple online marketing campaigns on multiple platforms such as Google ads,
* Facebook, Pinterest, Instagram, YouTube
* Manage online presence and band development.
* Manage CRM software & analytic data tracking.
* Manage of payment processing solutions & online payment gateways
* Act as guarantor on banking contracts
* Handle primary business banking account and generate correlated reports- Prepare business tax reports and submit filings.

**Fitness Instructor Manager** · BossFit Athletics, LLC

Jun 2010 - Jan 2015 · Mill Creek, WA

* Selling and Servicing sessions while delivering not only results but premium customer service and client experience to promote customer retention.
* Supplement Sales
* Manage business formation documents, business & tax licenses, federal & state registration.
* Manage business planning, market research, branding, online presence development, - Manage client data tracking forms & operation contracts (I.e. sales agreements/release of liability forms)
* Contract with gyms to provide a location with equipment to train in
* Marketing to bring in prospective clients for fitness assessment and sales presentation.
* **EDUCATION / LICENSES**

State License - Colorado Real Estate License - September 2022

Online Course - Diploma in Legal Studies - August 2022

Online Course Basic Accounting - July 2022

State License - Life & Health Producer License - March 2017

Online Course - NASM Corrective Exercise Specialist - February 2012

Online Course - NASM Certified Personal Trainer - July 2010

**SKILLS**

Crew Scheduling · HR Management · Recruiting · Recruitment Process Development · WordPress ·

Elementor · Google Ads · QuickBooks · Microsoft Office · Microsoft Excel · Microsoft PowerPoint ·

Adobe Photoshop · Adobe Illustrator · Social Media Marketing · Sales Management · Account

Management · Customer Relationship Management (CRM) · YouTube Marketing · Business

Development · Business Strategy · Business Analysis · Business Planning · Business Process

Improvement · Web Development · Search Engine Optimization (SEO) · Sales · Digital Marketing ·

New Business Development · Process Improvement E-Commerce · Affiliate Marketing · Marketing

· Advertising · Online Advertising · Online Marketing · Sourcing · Logistics Management ·

International Logistics · Private Label · Website Building · Marketing Design · Outsourcing ·

Payment Card Processing · Payment Gateways · Electronic Payment Processing · Online Payment

Solutions · Affiliate Networks · Google Ads · Customer Relationship Management (CRM) · Web Development · Profit & Loss · Warehouse Management · Inventory Management · Fleet Management · Python