

Colton D. Higley
2062 N 950 W, Clinton, UT 84015
(801) 458-9435 • colton.hig@gmail.com

EXPERIENCE

Partner Account Manager
Marketstar- Intermedia

Ogden, UT
January 2021 – Present

- ☐ Actively pursue revenue objectives generated from selling services through channel partners to their user base of small/medium size businesses
- ☐ Account Management
- ☐ Conduct sales presentations demonstrating Intermedia's voice and data solutions
- ☐ Responsible for meeting or exceeding monthly sales objectives

Admissions Officer
Strayer University

Salt Lake City, UT
June 2018 – December 2020

- ☐ Assist prospective students with the application process and review qualifications for admission
- ☐ Enroll new students and ensure appropriate basis of admission is obtained, all prerequisites are satisfied, and previous college transcripts are ordered if applicable
- ☐ Ensure prospective students' admissions files are complete and assist students with initial registration process
- ☐ Partner with other departments as necessary to finalize enrollment process, including Student Financial Services, Student Academic Services, and the University Registrar's Office
- ☐ Interview prospective students to determine their educational background and future goals and objectives

Service Manager
Lowe's Companies, Inc.

Clinton, UT
Mar 2015 -June 2018

- ☐ Manager of retail merchandise platform – Overseeing 25 associates in 5 departments
- ☐ Expert in product knowledge – Lumber, Building Material, Tools, Hardware and Millwork
- ☐ Enhancing customer service experience by greeting customers, understanding needs and identifying solutions
- ☐ Inspiring and engaging customer focused behavior, while mitigating and reducing complaints

Delivery Merchandiser
Swire Coca-Cola, USA

Ogden, UT
Oct 2014 – Mar 2016

- ☐ Q1 Delivery Driver of the Quarter Award Winner – Ogden Delivery Warehouse Area North
- ☐ Effectively coordinated events and accurately fulfilled orders with vendors to guide in business transaction
- ☐ Drove volume sales with retail partners through effective communication and professional conduct
- ☐ Maintained organizational effectiveness by assessing product inventory, incoming loads and product rotation

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Sales Specialist
Lowe's Companies, Inc.

Clinton, UT
Mar 2011 – Oct 2014

- ☐ Top Retail Salesman – Utah, Colorado, Idaho South Market for 3 consecutive months
- ☐ Lead staff for in-store consumer credit card promotions – Rewards, Benefits, Loyalty Points
- ☐ Observed risk management procedures through daily cash handling, fraud detection and loss prevention
- ☐ Fixed goals and established feedback to create lifelong relationships through customer acquisition / retention

EDUCATION

Strayer University
Bachelor of Information Technology

Online
Present

- ☐ Software Development

University of Utah
Bootcamp

Salt Lake City, UT
Present

- ☐ Full Stack Developer Bootcamp

Davis Applied Technology College
School of Transportation Industries Certificate
☐ Heavy Duty Diesel Technology Emphasis ☐
Public Technical Training Institution

Kaysville, UT
April 2011

Fremont High School
H.S. Diploma

Plain City, UT
May 2010

- ☐ Felt-Spencer Physical Therapy Internship – Sports Medicine
- ☐ Varsity Athletics Program – UHSAA 5A State Soccer Finalist

SKILLS AND INTERESTS

- ☐ Microsoft Office: strong proficiency in Word, Excel, PowerPoint, and payment processing software
- ☐ Current Class A CDL holder

REFERENCES

- ☐ Nephi Scott – (801) 682-5719 – Strayer University Director
- ☐ Brett Bernstein – (801) 635-9457 – Strayer Admissions Manager
- ☐ Lex Siddoway – (385) 515-9055 – Marketstar Sales Manager