**Colin McNatt**

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**Education**

Bachelor of Business Administration  **Graduated May 2015**

The University of Central Oklahoma **•** *Edmond, Oklahoma*

**Experience**

**Pristine Clean • *Denver, Colorado* *March 2017 - Present***

*Owner/Operator – Professional Commercial Cleaning*

* Prospect to build clientele using various forms of business to business marketing and advertising strategies, including door to door, email outreach, cold calling, and mail.
* Maintain relationships with existing accounts by ensuring customer standards are always met.
* Manage all business finances via Quickbooks, including processing of payments, paying employees and vendors, and purchasing of supplies and equipment.
* Built and manage webpage www.pristinecleanbycolin.com via Squarespace.
* Responsible for the interviewing, hiring, training and managing of employees.
* Manage social media presence using Linked-In, Instagram, and Facebook in order to maintain relationships with clients and gain new leads.
* Generate marketing material for mass email campaigns with the use of Mailchimp, Hubspot and other CRM tools.
* Manage both client accounts and employees with the use of technology via the Swept App.
* Create comprehensive detailed estimates for prospective customers.

**High Caliper Growing • *Oklahoma City, Oklahoma March 2015- March 2017***

*Research and Development*

* Traveled nationwide to showcase our products and represent the company at various trade shows.
* In charge of following up on sales leads from trade shows and other events.
* Held Events at various garden centers showcasing and discussing products.
* Coordinated cleanup and development of 1-acre property purchased for department expansion, including the building of a greenhouse valued at 118,000 dollars.
* In charge of hiring both contracted companies and personnel in order to complete specific projects, including land development, marketing and advertising.
* Video and picture production and editing using Adobe Premier Elements and other editing software.
* In charge of designing and managing multiple contests through social media platforms to generate interest various products.
* Created media for social media platforms including videos and pictures for Instagram, Facebook, YouTube, Google + and the company website.
* In charge of photography and videography for marketing and advertising purposes.
* Filmed, recorded audio and edited all blog videos for use on the company webpage.
* Recorded progress of various projects using Microsoft Excel.

**Hideaway Pizza • Oklahoma City, Oklahoma July 2011 – March 2015**

*Assistant Kitchen Manager*

* Managed 15+ kitchen employees to generate $30,000 dollars in sales each week.
* Worked as a team to successfully complete orders in a timely manner.
* Awarded managerial promotion after two months.
* Effectively communicated with all other managers in order to complete weekly goals.
* Responsible for leading necessary communication in daily kitchen operations.
* Responsible for food preparations for parties often exceeding 75 guests.
* Opened and closed kitchen including all preparations needed for daily operations.
* Trained multiple employees on food preparation and the performance of daily operations.
* Maintain back of house and kitchen supplies and areas; manage inventory levels; assisted in purchasing of new food supplies.