

Lathan Simons

Parker, CO 80134

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Performance-driven and detail-oriented entrepreneur with 5+ years in business leadership and development. Experienced in all aspects of business formation, operation, finance, and management. Exceptionally skilled in vehicle maintenance and modification services with extensive automotive and mechanical knowledge. Possess strong capabilities in the full scope of home improvement construction services. Adept at building loyal relationships with customers by providing exceptional work no matter the career field

Authorized to work in the US for any employer

Work Experience

Small Business Owner and Operator

OCD Detailing - Parker, CO

September 2021 to Present

Responsibilities in this position are to:

- Maximize performance by monitoring daily activities and mentoring team members
- Manage daily office operations by greeting customers, answering all phone calls and emails, writing estimates, scheduling appointments, maintaining inventory, and receiving payments, resulting in customer ease and ensuring business runs smoothly
- Make sure that equipment and machinery are updated, adequately maintained, and promptly repaired when necessary
- Handle marketing for the business by updating the websites, creating consistent social media posts, and designing marketing materials, to broaden the brand identity online and in person
- Provide exceptional service by cleaning vehicle interiors and exteriors with professional equipment and products to meet and exceed client expectations

Achievements in this position include:

- Successful increase in yearly revenue by 250% in the first year of business
- Improved efficiency by 20% by introducing innovative cleaning techniques and technologies

Small Business Owner and Operator

E&L Mobile Detailing - Forest Hill, MD

July 2019 to July 2021

Responsibilities in this position were to:

- Manage daily office operations by greeting customers, answering all phone calls and emails, writing estimates, scheduling appointments, maintaining inventory, and receiving payments, resulting in customer ease and ensuring business runs smoothly
- Handle marketing for the business by building a brand, updating the websites, creating consistent social media posts, and designing marketing materials, to broaden the presence as well as promote the business online and in person
- Provide exceptional service by cleaning vehicle interiors and exteriors with professional equipment and products to meet and exceed client expectations

Garage Door Technician

Armour Overhead Doors - Baltimore, MD

October 2018 to July 2020

Expectations in this position were to:

- Perform new installations, repairs, and retrofits of overhead doors in residential and commercial buildings
- Keep appropriate inventory of new overhead systems and replacement parts to meet all job requirements
- Perform repairs on operators, broken springs, rollers, and tracks, along with single panel replacements
- Adjust doors to open and close with the correct amount of effort and make simple adjustments to electric openers
- Educate homeowners about proper care and maintenance of garage door systems

Lead Automotive Mechanic

Collins 24HR Road Side Assistance - Havre de Grace, MD

2016 to 2018

Responsibilities in this position were to:

- Engage and build rapport with customers to better understand and identify the vehicles' issues and plan repair or maintenance activities
- Conduct inspection, diagnose, and troubleshoot a wide range of issues and mechanical or electrical failures
- Perform comprehensive routine maintenance services, such as tune-ups, oil changes, tire rotations, and lubrications
- Disassemble, rebuild, and repair defective automotive components including engines, steering systems, coolant systems, HVAC systems, and transmissions
- Install and replace accessories, including headlights, radios, speakers, dashcams, and aftermarket modifications
- Provide a clear and easily understandable breakdown of the work performed for non-mechanically inclined customers, creating a comfortable and empowering experience

Foreman/Supervisor

Dwayne's Home Remodeling - Forest Hill, MD

2014 to 2016

Expectations in this position were to:

- Manage, supervise, and coordinate a team of 5-10 construction workers and other professionals, ensuring projects were completed within budget and company standards
- Develop project budgets and order all of the materials for each job site
- Communicate with managers and proactively participate in meetings with executives to inform them about the progress made on individual projects
- Provide assistance to workers, performing various on-site activities and duties

Education

High school or equivalent in HVAC and Welding

Harford Technical High School - Bel Air, MD

2014 to 2018

Skills

- Carpentry (4 years)
- Mechanic (2 years)
- Welding (1 year)
- HVAC (3 years)
- Fabrication
- Mechanical Knowledge (7 years)
- Video Editing
- Business Management (4 years)
- Automotive Repair (7 years)
- Photography (1 year)
- Filming
- Social Media Management
- Branding
- Web Design
- Plumbing
- Detailing (4 years)
- Transmissions
- Oil Change (7 years)
- Content Creation
- Brake Repair (7 years)
- Electrical Experience
- Automotive Diagnostics
- Vehicle Maintenance (7 years)
- Automotive repair

Certifications and Licenses

Driver's License

EPA Certification

December 2016 to Present

Universally certified for EPA Section 608

EPA Universal Certification

November 2018 to Present