

Chris Mills

Business Operations, Administration and Organizational Development

Las Vegas, NV

chrissmills1@gmail.com - (720) 254-6142

WORK EXPERIENCE

Accounting Asst, Night Scheduling/Dispatch

#1 Plumbing, Heating & Air Conditioning - Las Vegas, NV - April 2013 to Present

Responsibilities

Managed scheduling and dispatch activities for 8 AC techs and 3 plumbers. Assist customers by scheduling appointments and meeting requests and inquiries for plumbing and HVAC needs. Temporary, seasonal position.

Freelance Worker

Independent Contractor - Arvada, CO - September 2010 to Present

Engage in various opportunities including business administration tasks, professional and personal coaching, as well as other freelance opportunities as presented.

Chief Operations Officer

All The Above Clothing - Denver, CO - September 2010 to August 2012

Create, manage and facilitate key operations to launch a start-up clothing company. Areas of direct responsibility include process and procedure development, marketing, supply-chain, website, "Gives" non-profit division, legal contract development, key relationship management, overall reporting for sales and non-profit donations, tax reporting, customer service and warehouse manager.

Operations and Organizational Development Manager

Denver Church - Denver, CO - January 2008 to December 2010

Assist local church plant with business needs. Develop key leaders by conducting D.I.S.C. assessments, 360-degree reviews and guide each leader through the development process of creating personal and divisional strategic development plans. Work through key issues regarding emotional intelligence, interpersonal relationships, and performance and productivity improvement. Closed December 2010.

Independent Contractor

Construction Services - October 2007 to December 2007

Interior and exterior residential construction services. Complete various interior and exterior residential paint, drywall, and miscellaneous handyman jobs

Outside Sales Representative

Las Vegas Car Care - Las Vegas, NV - April 2007 to September 2007

Delivered Meguiar's car care products to various customers, such as auto dealerships, car wash facilities and independent automotive detailers.

National Sales Support Specialist

Meguiar's Car Care Products - May 2005 to March 2007

Support of 20+ field sales people and two sales directors in the professional (auto parts store, dealership, body shop, detailers) and alternative retail (Target, Kmart, Wal-Mart, Sears, etc.) channels by providing custom sales

reports, pricing coordination, program confirmation management, retail customer item set-up info, general customer care, product training, organize national sales meetings and local distributor meetings. Act as central information and process hub for creation of new products by coordinating marketing, finance, R&D and training customer care. Assistant sales representative and product trainer as needed.

Customer Care and Surface Care Specialist

Meguiar's Car Care Products - September 2004 to September 2005

Answer technical calls and e-mails concerning auto surface care/maintenance, travel extensively throughout the United States to attend car shows as a on-hand "Certified Surface Care Technician", and instruct Saturday car club clinics.

EDUCATION

M.A. in Business, Organizational Leadership

Vanguard University - Costa Mesa, CA

2004 to 2006

Certificate of Small Business Management (SBA)

Red Rocks Community College - Lakewood, CO

2001 to 2002

B.A. in Religion, Leadership Studies

Southern California College - Costa Mesa, CA

August 1994 to May 1999