

Quentin Scripter  
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Motivated and versatile professional with extensive experience in construction management, recruiting, business leadership, and client relations. Proven track record of driving productivity, building high-performing teams, and implementing innovative strategies that support business growth and operational efficiency. Hands-on, client-focused leader committed to continuous improvement and delivering exceptional results across diverse industries.

## PROFESSIONAL EXPERIENCE

Owner / General Contractor  
Q&A Solutions – Johnstown, CO  
June 2024 – Present

- Founded and managed a successful construction company, overseeing daily operations, strategic planning, and long-term business growth.
- Led end-to-end project management for residential builds, ensuring timely and within-budget completion.
- Supervised crews of 2–4 employees and subcontractors; provided training, feedback, and enforced safety standards.
- Prepared estimates, bids, and proposals; negotiated contracts with clients, suppliers, and subcontractors.
- Managed budgeting, cost control, and financial reporting to improve profitability.
- Coordinated materials, equipment, and vendor services to reduce delays and streamline workflow.
- Ensured compliance with building codes, permit requirements, and safety regulations.
- Built strong client relationships resulting in repeat business and referrals.
- Implemented process improvements that increased efficiency and reduced labor hours.
- Oversaw quality control and resolve issues promptly to maintain customer satisfaction.
- Utilized construction software, and AI (Buildertrend, Procore, QuickBooks) for scheduling, project, design, and documentation.
- Expanded the customer base through networking, community involvement, and digital marketing.

Talent Acquisition Partner  
Woodward – Fort Collins, CO  
April 2021 – June 2024

- Managed full-cycle recruiting for high-volume hiring needs, supporting multiple departments and filling 30–50+ requisitions simultaneously across diverse job functions.
- Partnered with hiring managers to define role requirements, create accurate job descriptions, and develop targeted sourcing strategies.

- Conducted proactive sourcing through LinkedIn, job boards, referrals, networking, and talent pipelines to attract high-quality candidates.
- Screened, interviewed, and assessed candidates for skill fit, culture alignment, and long-term potential.
- Facilitated a smooth, timely interview process by coordinating schedules, preparing hiring teams, and ensuring consistent evaluation criteria.
- Delivered data-driven hiring recommendations and market insights to business leaders to support strategic workforce planning.
- Reduced time-to-fill by streamlining workflows, optimizing ATS usage, and implementing process improvements.
- Maintained strong communication with candidates throughout the recruitment lifecycle, ensuring a positive and transparent experience.
- Presented compensation recommendations and managed offer negotiations to secure top talent within budget and market conditions.
- Built and maintained talent pipelines for critical and hard-to-fill roles, ensuring continuity and reduced dependency on external agencies.
- Developed and tracked key hiring metrics (time-to-fill, pipeline conversion, sourcing effectiveness) to identify trends and optimize recruiting strategies.
- Supported employer branding initiatives by promoting company culture, participating in career fairs, and creating engagement-driven job postings.
- Ensured compliance with hiring policies, legal standards, and HR best practices throughout all stages of recruitment.
- Collaborated with HR and leadership to forecast staffing needs and align hiring plans with organizational growth objectives.

#### Sales Associate

Northstar Homes – Loveland, CO

October 2018 – April 2021

- Guided clients through the full custom home sales process, from initial consultation to contract signing, ensuring clarity on design options, pricing, and timelines.
- Collaborated closely with architects, designers, and construction teams to translate client needs into feasible floor plans, features, and budgets.
- Presented model homes, design options, and community features to prospective buyers, delivering a high-quality, customer-focused experience.
- Educated clients on building materials, structural choices, energy-efficient upgrades, and available customization packages.
- Prepared detailed sales proposals, pricing sheets, and purchase agreements, ensuring accuracy and alignment with project specifications.
- Prospected and qualified new leads through networking, referrals, online inquiries, and on-site walk-ins, driving consistent pipeline growth.
- Met or exceeded monthly and quarterly sales goals by applying consultative selling strategies and maintaining strong client follow-up.

- Managed client expectations by clearly communicating project milestones, timelines, change orders, and build progress.
- Coordinated pre-construction meetings and design center appointments to ensure smooth transitions from sales to construction.
- Resolved client concerns promptly by collaborating with construction managers and trade partners to maintain satisfaction and trust.
- Maintained deep knowledge of current market trends, competitor products, local real estate conditions, and pricing dynamics.
- Utilized CRM tools to track leads, manage communication, document client preferences, and forecast upcoming sales.
- Represented the company at community events, open houses, and promotional activities to increase brand visibility and attract potential buyers.

Branch Manager / Recruiter / Sales  
 Adecco Staffing – Fort Collins, CO  
 January 2014 – July 2018

- Directed daily operations of a high-volume staffing branch, overseeing recruiting, sales, client relations, onboarding, and workforce management.
- Led a team of recruiters, coordinators, and sales staff, providing coaching, performance evaluations, and professional development to maintain a high-performing culture.
- Managed 4–6 business units (branch, onsite programs, direct-hire desk), ensuring alignment with company objectives and client expectations.
- Drove revenue growth through strategic business development, networking, and proactive client engagement, expanding the customer base across Northern Colorado.
- Oversaw full P&L responsibilities, including budget management, cost control, forecasting, EVA, and financial reporting to ensure profitability.
- Developed and executed seasonal marketing and recruitment strategies to meet fluctuating hiring demands across manufacturing, logistics, administrative, and technical roles.
- Managed high-volume recruiting operations, maintaining time-to-fill metrics below industry averages while supporting multiple client accounts.
- Built and maintained strong relationships with key accounts, ensuring exceptional service delivery, retention, and long-term partnership growth.
- Implemented process improvements that enhanced recruiter productivity, improved candidate flow, and optimized branch performance.
- Oversaw compliance with federal, state, and company-wide employment policies, including onboarding, safety requirements, I-9 audits, and workers' compensation processes.
- Led large-scale hiring events, job fairs, and community outreach activities to boost regional visibility and talent pipeline development.
- Collaborated with HR, payroll, and corporate leadership to resolve employee relations issues and support workforce planning for major clients.

- Successfully launched and managed the first direct-hire and professional recruiting services, generating significant new revenue streams.
- Analyzed market trends, competitor activity, and regional labor shortages to adjust sourcing strategies and stay ahead of hiring challenges.

#### Senior Technical Recruiter (Contract)

Vincent Benjamin – Denver, CO

June 2013 – January 2014

- Established new IT recruiting verticals and trained staff on processes and best practices.
- Built vendor partnerships, reviewed contracts, and supported rate negotiations.
- Worked with hiring managers to determine technical job requirements.
- Posted job requisitions and prepared HR and recruiting reports.
- Developed new client relationships and service partnerships.

#### Lead Account Executive

New Horizons Computer Learning – Denver, CO / Omaha, NE

November 2005 – April 2013

- Managed a high-performing sales territory for the nation's largest computer training company, driving growth across corporate, government, and enterprise accounts.
- Consulted with business leaders and IT managers to assess workforce skill gaps and develop customized training solutions aligned with organizational goals.
- Sold enterprise-level training programs covering Microsoft, Cisco, VMware, CompTIA, project management, cybersecurity, and leadership development tracks.
- Consistently exceeded quarterly and annual revenue targets through strategic prospecting, client retention, and solution-based selling.
- Built and expanded a new regional territory, growing account penetration from 0% to 100% within six months through aggressive outreach and relationship building.
- Developed long-term partnerships with key accounts by delivering exceptional customer service, ongoing support, and tailored learning strategies.
- Delivered presentations, product demos, and training program overviews to executives, HR leaders, and IT decision-makers.
- Negotiated training contracts, multi-seat licenses, subscription packages, and corporate education agreements to maximize account value.
- Collaborated with instructors, training coordinators, and operations teams to ensure seamless delivery of scheduled courses and client programs.
- Analyzed client performance metrics and provided recommendations to optimize training paths, certification prep, and employee upskilling initiatives.
- Utilized CRM systems to manage pipelines, forecast revenue, document client interactions, and track progress toward sales goals.
- Represented the organization at trade shows, networking events, and technology conferences to expand visibility and acquire new business.

- Stayed current on emerging technology trends and certifications to advise clients on relevant learning paths and workforce development strategies.