

SEAN SHANK, J.D.

SUMMARY

Detail-oriented professional skilled in business to business sales, negotiation, mediation, settlement, finance and accounting, research writing and editing, and business management. Strong leadership and organizational skills, able to streamline procedures, handle multiple responsibilities, and prioritize, which allows more time to improve overall productivity and meet deadlines. Proven record of developing strong teams and establishing outstanding relationships with customers, clients, and team members.

EDUCATION

University of Denver Sturm College of Law 2007
Juris Doctor

- Concentration in Alternate Dispute Resolution and Settlement
- SLEIGHT OF UNCLEAN HAND[s]: The Cape Wind Controversy, Publication
- American Bar Association—SEER Writing Competition Winner 2007

University of North Carolina Charlotte 2001
Bachelor of Science in Business Administration in Finance

PROFESSIONAL EXPERIENCE

Lancaster Safety Consulting, Inc. Denver, CO
Senior Safety Consultant 2009-Present

- Executed ongoing business to business contractual relationships by signing multi-year deals
- Audited client facilities for regulatory compliance to federal OSHA laws and regulations
- Oversaw the development, implementation, and maintenance of state and federal regulatory compliance policies and training for general industry, construction, and energy sector clients
- Negotiated contractual settlement agreements between the client and the United States Government – OSHA's regulatory enforcement division

University of Denver Sturm College of Law - Mediation and Arbitration Clinic Denver, CO
Advanced Mediator 2007

- Facilitated confidential settlement negotiations through mediation with the City and County of Denver Civil Courts, the Denver City Attorney's Office, and by referral
- Drafted and edited pleadings, settlement agreements, and stipulations
- Taught and mentored first time mediation students throughout their clinical semester
- Participated in round table resolution teams
- Received the 2007 Roberta Steinhardt Ehrlich Award for excellence in mediation

University of Denver Sturm College of Law - Mediation and Arbitration Clinic Denver, CO
Mediator 2006

- Facilitated confidential settlement negotiations through mediation with the City and County of Denver Civil Courts, the Denver City Attorney's Office, and by referral
- Drafted and edited pleadings, settlement agreements, and stipulations
- Applied the Harvard Negotiation Method to real world disputes

Sharpshooter Spectrum Imaging
Sales Manager/Assistant Manager

Keystone, CO
2003-2004

- Supervised, managed, trained, and motivated a sales staff of 20
- Managed accounts receivable, sales receipts, bank deposits, and daily reports
- Personally grossed over \$125,000 in seasonal sales
- Helped define and exceed weekly sales goals based on yearly projections/skier occupancy

BF Board Shop
Vice President of Operations/Retail Buyer

Cornelius, NC
2000-2002

- Interviewed, hired, and trained new employees
- Supervised, managed, and motivated a sales staff of 14
- Mentored junior team members on technical specifications and trade usage
- Helped define and exceed forecasted weekly sales goals based on yearly projections
- Managed accounts receivable, sales receipts, bank deposits, and daily reports
- Purchased, verified, and approved inventory acquisitions and merchandising
- Maintained Point of Sale software and customer database
- Regularly met with stakeholders for review and strategic updates
- Managed targeted marketing campaign within budget
- Invented corporate brand and managed its consistent message
- Built strategic business partnerships to increase brand visibility
- Administered business and budget planning with operation success
- Developed materials and campaigns for marketing and promotions using direct mail, email, print, and interactive mediums
- Developed, implemented, and enforced internal policies and procedures, including user guides and training manuals
- Built and sustained small business client base
- Responsibly resolved customer inquiries and complaints in an efficient and confidential manner

Alpine Ski Center
Equipment Sales Manager

Charlotte, NC
1998-2000

- Supervised, managed, trained, and motivated a sales staff of over 25
- Sustained existing small business client base
- Responsibly resolved customer inquiries and complaints in an efficient and confidential manner
- Managed accounts receivable, sales receipts, bank deposits, and daily reports
- Mentored junior team members on technical specifications and trade usage
- Helped define and exceed forecasted weekly sales goals based on yearly projections