

# DEREK J. WHETTEN

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## QUALIFICATION SUMMARY

- Entrepreneurial, self-starter, innovative, resourceful
- Wide range of knowledge and experience in all aspects of business including management, finance, accounting, marketing, training and operations
- Real estate development and investment specialist, licensed Realtor
- Very proficient in Windows, Word, Excel, PowerPoint, Access, Quickbooks, WordPerfect, Presentations, Photoshop, Illustrator, Dreamweaver
- Leadership and management experience including hiring, training, evaluation
- Lived, worked, and played with people of many cultures and backgrounds
- Very organized, detail-oriented planner

## EDUCATION SUMMARY

*Master's Degree*, Public Administration, Marriott School of Management, Brigham Young University, Provo, Utah (April 2003)

- Course work includes business communications, management strategy, leadership, human resources, accounting, law, statistics, finances, and other business-related topics
- Post-graduation classes in real estate development and investing

*Bachelor of Science*, Business Management, Marriott School of Management, Brigham Young University, Provo, Utah (April 1995)

- Emphasis: Management Information Systems
- Post-graduation classes in public relations writing and strategy

## WORK EXPERIENCE

*Owner/Operator*, Hawaiian Style Shave Ice, Orem, Utah (2002-current)

- Founded successful retail service business
- Operate 5 company-owned stores with 2 managers and 25 employees
- Developing operational systems and processes (business is being franchised)
- Responsible for marketing, employee training, staffing, performance reviews, growth strategy, bookkeeping, inventory, and all other aspects of business

*Real Estate Agent*, Alliance Realtors, Orem, Utah (2003-current)

- Broker real estate transactions, counsel clients on related matters
- Specialize in all types of investment properties
- Most clients are out-of-state investors

*Chief Financial Officer*, Rimrock Technologies, American Fork, Utah (2004-2005)

- Responsible for all financial decisions for company with \$5 million in revenue
- Instilled financial discipline and built a solid financial foundation for company that was deep in debt and consistently losing money
- Worked closely with executive team and shareholders to maximize company's value
- Returned to profitability by reducing expenses and stream-lining operations
- Negotiated financing with primary vendors and investors

*Office Manager*, Jackson Hewitt Tax Service franchise, Orem, Utah (2003-2004)

- Taught 56 hour training class on tax law and computer software
- Managed employees, office systems and processes
- Resolved customer complaints

*Marketing Director*, Boulder Image of Utah, Orem, Utah (2003-2004)

- Developed and maintained business relationships with local contractors
- Designed website and other marketing materials
- Trained contractors to use Boulder Image decorative concrete overlay products
- Maintained office network, trained end users

*Country Specialist*, International Affairs Office, The Church of Jesus Christ of Latter-day Saints, Washington, D.C. (1999-2002)

- Represented Church in dealings with Ambassadors and other diplomats
- Organized and executed large events for diplomatic community
- Researched political and Church-related issues within foreign countries
- Maintained office computer network, one-on-one and group training

*Technician/Enabler*, Public Affairs Department, The Church of Jesus Christ of Latter-day Saints, Salt Lake City, Utah (1995-1999)

- Responsible for all computer support for 100+ users (on and offsite)
- Supported wide variety of software needs, coordinated system upgrades
- Taught extensively in one-on-one and group settings
- Database design in Microsoft Access according to individual needs
- Created several PowerPoint presentations for department executives
- Remedied problems with hardware, desktop applications
- Hired and supervised computer support interns

## PERSONAL

I enjoy basketball, tennis, computers and home repair projects. I particularly enjoy being creative and resourceful in repair and other projects.