

MATTHEW DOUGLAS SHELDON

111 Solitude Point Ave - Henderson, NV 89012
(702) 555-5555
agentsheldon@cox.net

CEO ■ EXECUTIVE MANAGEMENT ■ COO

A self-motivated, proactive and accomplished business executive offering years of experience in modern apparel, environmental consulting and service, custom home building, commercial real estate acquisition and sales increasing overall gross revenue by over 300%. Additional background includes experience in criminal justice and politics. Extremely skilled in setting priorities and multi-tasking while producing exceptional quality performance along with generating additional revenue. Deliver creative new business strategies backed with solid financial insight and operations expertise. Committed to directly contributing to sustainable short and long term profitability objectives. Bottom-line focused financial leader with demonstrated ability to produce substantial gains through optimal budgeting and cost analysis.

CORE COMPETENCIES

- Executive Management
- Budget Creation/Control
- Employee Supervision
- Contract Negotiations
- Sales and Marketing
- Business Development
- Client Relations
- Product Branding
- Financial Analysis

CAREER EXPERIENCE

MODERN REVELATION, LTD

Las Vegas, Nevada

CEO

2008 to Present

The company specializes in designing and manufacturing 100% green and sustainable fashion clothing utilizing low to non-impact dyes and inks, bamboo, sorona, hemp and organic cotton fabrics

Key Accomplishments

- Direct all executive management operations for a progressively creative business venture with 34 full and part-time employees.
- Coordinate manufacturing operations generating nearly 11,000 units of finished and work-in-progress merchandise with a projected 2M in overall production by the end of fiscal 2010 budget.
- Oversee sales and marketing operations doubling sales via August, September and October contracts acquiring major retail accounts including Urban Outfitters, L'Koral and Speedo.

ELEMENTAL COMPLIANCE SERVICES, INC.

Las Vegas, Nevada

COO

2006 to 2008

An innovative leader in environmental consulting and service for Las Vegas residential home builders. Provided exceptional service assisting D.R. Horton, Engle Homes, Woodside Homes, Pardee Homes, Southwest Iron and Nellis Air Force Base maintain strict environmental compliance.

Key Accomplishments

- Implemented company policies and procedures to optimize daily operations, efficiency, productivity.
- Coordinated all aspects of business operations guiding company from one contract generating \$1,000 month to over \$180,000 per month revenue.
- Streamlined and oversaw AR / AP process to achieve accurate/timely payroll and zero bad debt.
- Executed \$1.2M budget and negotiated contracts to purchase a fleet of 17 industry-specific vehicles.
- Oversaw development of a unique interactive website providing clients with up-to-date information.

CAREER EXPERIENCE (continued)

D.R. HORTON, INC. Las Vegas, Nevada
Project Manager 2004 to 2006
One of the most prestigious home builders in the nation with branch offices in numerous states and an equity position of over \$2.5 billion.
Key Accomplishments

- Oversaw offsite residential construction/land development for projects ranging from \$1.5M to \$50M.
- Coordinated time sensitive scheduling and installation of infrastructure including grading, sewer, storm drain water, power, cable, telephone, walls, streets, sidewalks, landscaping.

UNITED STATES TREASURY DEPARTMENT Phoenix, Arizona
IRS Federal Agent 2002 to 2003
The Internal Revenue Service (IRS) is responsible for administration of internal revenue code in the United States jurisdiction.
Key Accomplishments

- Investigated potential Internal Revenue Code violations and other related financial crimes.
- Conducted surveillance, undercover operations, arrests in tax evasion and money laundering cases.
- Assisted U.S Attorney's office in case preparation, interrogations and government witness testimony.

FORMAL EDUCATION

ARIZONA STATE UNIVERSITY Phoenix, Arizona
W. P. Carey School of Business
Master of Business Administration Degree (12/10) GPA: 3.61

NORTHERN ARIZONA UNIVERSITY Flagstaff, Arizona
Bachelor of Science Degree in Business Administration and Finance Overall GPA: 3.67
Dual Certificates in Investments and Corporate Financial Management GPA: 4.0 in Finance
Cum Laude and Top 11% with Academic Distinction

FEDERAL LAW ENFORCEMENT TRAINING CENTER Glynco, Georgia
IRS Criminal Investigation and Federal Tax Laws

SPECIAL TRAINING

Professional Development: Business Leadership and Conceptual Innovation, Microsoft Office Suite for Business Management Applications, Principles of Real Estate Contracts and Law, Advanced Government Policies for Politically Motivated Candidates, Anti-money Laundering Concepts

ASSOCIATIONS

GREATER LAS VEGAS ASSOCIATION OF REALTORS
TOASTMASTER'S INTERNATIONAL – prior member

PROFESSIONAL QUALIFICATIONS

Able to conduct business as chief executive, financial or operating officer with professional expertise successfully performing major acquisitions and startup ventures while directing company growth along corporate lines or formulating a complete turnaround of organizational structure if needed.

Coordinate daily operations and supervise an executive team of personnel making adjustments necessary to ensure total quality management, corporate integrity and optimum service while meeting production schedules, revenue goals and contract deadlines.

Prepare budgets/revenue projections analyzing assets, liabilities, capital expenditures, cost of goods, profit/loss and all other financial variables to ensure a genuine profit/savings is achieved.

Introduce and implement innovative ideas concerning business development, management techniques, budget/cost control, employee incentive/training programs, product branding, marketing strategies, green solutions, community issues/needs and customer service policies.

Communicate extremely well with all individuals from entry level staff to the board of directors by acting as liaison among all persons involved, promptly resolving problems and tactfully defusing sensitive or volatile situations.

Masterful at integrating accounting procedures, quality/cost control, business operations, office administration and customer service to achieve organizational goals.

Overcome complex business challenges within fast-paced, high-pressure environments using foresight, experience-backed judgment, innovation, strong work ethic and integrity.

Gifted in establishing and maintaining a rapport with all levels of staff and management.

Motivational leader able to foster teamwork and energize others to higher levels of performance.