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Mark Robertson

Objective French to English translation projects in the areas of General Business, Accounting, Physical Science, Engineering or Math

Experience 2007-Present: Builders Flooring Source - St. George, UT
Office Manager, Controller
Responsible for General Management, Accounting, Estimating, Purchasing, and Scheduling Subcontractors for a flooring store.

2006-2007: Quality Excavation - St. George, UT
Operations Manager
Tracked progress of all construction projects and analyzed differences between actual costs and budgets. Created and administered Employee Training and Incentive Program.

1995-2006: Life Science Products - St. George, UT
Chief Operating Officer
Responsible for Accounting, Inventory Control, Computer Operations, Physical Facilities and Human Resources for a multi-level marketing company.

1994-1995: U.S. Achromatics - Hurricane, UT
Plant Manager
Prepared plant for start-up manufacturing of laser copier components.

1990-1994: Ram Manufacturing - St. George, UT
Materials Manager
Managed Purchasing, Materials Scheduling, Production Scheduling and Inventory Control for a manufacturer of solenoids and solenoid valves.

1982-1990: Thermal Dynamics Corp. - West Lebanon, NH

Production Scheduler/Software Development Manager

Scheduled material purchases and production for a large manufacturer of metal-cutting equipment.

Managed software development group that wrote all business software necessary to operate a large manufacturing plant.

1980-1982: Peterbilt Motor Company - Newark, CA

Financial Planning Manager

Created detailed annual financial plan for a large truck factory.

Analyzed differences between budget and actual results.

Education

MBA, Accounting and Finance - BYU

BS, Physics – Magna Cum Laude (Math minor) - BYU