

NINA PITTS

M: (801) 599-8009

E: pittsut08@gmail.com

A: 1384 E Abigail Lane

Eagle Mountain, UT 84005

≡ ABOUT ME

I'm a busy mom of three girls. When I'm not at my computer, I'm driving one of my daughters to her sporting event. We love being active outdoors, hiking, walking the dogs, riding the RZR or boating. We're always exploring new things that Mother Nature has to offer.

≡ SKILLS

Accounting

Financial Forecasting
Budgeting
Investing
Accounts Payable
Accounts Receivable
Auditing
Performance Reviews
Cash Flow Management
Risk Management
All Payroll functions
Financial analysis and reports
Taxes

Programs

Quickbooks
Sage
Figma
Adobe XD
Illustrator
InDesign
Photoshop
Sketch
Miro
Trello
Office
Outlook
Excel
Word
Powerpoint

Leadership

Communication
Team Management
Employee Training
Scheduling
HR
Delegation
Stress Management
Organization
Conflict Resolution

≡ WORK EXPERIENCE

CFO

2019-Current

Finality Inc. - Nevada & Utah

As CEO, my primary focus lies in cultivating a business strategy centered around the needs and preferences of our users. Serving as the foremost champion for user experience (UX) within our organization, I collaborate closely with stakeholders to deeply comprehend and prioritize user requirements. This invaluable insight guides our product and service departments, empowering them to deliver solutions that resonate with our audience.

I am dedicated to ensuring that every interaction with Finality, spanning from marketing endeavors to customer service engagements, embodies a seamless and delightful experience for our users. Beyond my core duties, I diligently stay abreast of industry standards and emerging trends in UX design, continuously refining our approach to meet evolving user expectations.

In my capacity as CEO, I am committed to fostering a culture of empathy and user-centric design throughout the organization. It is my responsibility to ensure that all facets of our operations are aligned with this overarching objective, thereby reinforcing our commitment to delivering exceptional user experiences.

COO/CFO

2010-2023

Next Generation Electrical - Nevada

As COO/CFO, I spearheaded the development and execution of impactful business strategies aimed at driving growth and enhancing profitability. Collaborating closely with company ownership, I meticulously identified user needs and pain points, leveraging this insight to prioritize and optimize the user experience.

Additionally, I fostered strong collaboration across cross-functional teams, including owners, owners' representatives, project managers, project assistants, and accounting professionals. By facilitating seamless communication and alignment among these diverse stakeholders, I ensured the successful implementation of our strategic initiatives and the achievement of our organizational goals.

Accounting Manager

2015

4 the Truck & Rogue Racing - Nevada

I was responsible for overseeing the financial operations of the company. I managed the accounting team and ensured that all financial processes were completed accurately and in a timely manner. My responsibilities included preparing financial statements, overseeing accounts payable and accounts receivable, and managing the general ledger.

Business Manager

2013-2014

Peterson Hydraulics - Nevada

As a key contributor, my role encompassed the development and execution of impactful business strategies. Collaborating closely with ownership, I spearheaded initiatives to discern user needs and pain points, employing this valuable insight to elevate the user experience as a top priority.

Additionally, I fostered seamless collaboration across cross-functional teams, liaising with owners, owners' representatives, project managers, project assistants, and accounting professionals. This collaborative approach ensured alignment and synergy among teams, facilitating the successful implementation of strategic objectives.

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≡ INTERESTS

Any History

Digital Arts

Photography

Travel

≡ FUN FACTS

Licensed Realtor.

I'd rather drive to a destination than fly.

I love baking.

Gardening.

Enjoy sewing and especially with my girls.

≡ WORK EXPERIENCE

Project Manager

2006-2008

Lightolier - Nevada

Managed the procurement process for Contractor Lighting and Lighting Controls Orders, showcasing a keen eye for detail and ensuring timely fulfillment of orders. Executed comprehensive project management duties, overseeing end-to-end project lifecycles with a focus on quality and efficiency. Delivered exceptional customer service, handling inquiries and concerns with professionalism and care. Seamlessly balanced general office duties, account management, and estimating tasks to maintain smooth operations. Specialized in lighting controls, utilizing expertise to enhance project outcomes and client satisfaction. Additionally, played a pivotal role in training and mentoring new team members, instilling best practices and fostering a collaborative work environment.

Order Management Specialist

2005-2006

Nevada Sales Agency - Nevada

Directed the procurement process for Contractor Lighting and Lighting Controls Orders, overseeing every aspect from acquisition to delivery with meticulous attention to detail. Demonstrated adept project management skills in coordinating multifaceted tasks and deadlines, ensuring projects were completed on time and within budget. Provided exemplary customer service, handling inquiries and concerns with a proactive and solutions-driven approach. Additionally, performed various general office duties and managed accounts proficiently to maintain smooth operations. Leveraged expertise in estimating and lighting controls to offer accurate assessments and recommendations. Took charge of training new team members, imparting essential knowledge and fostering a collaborative and skilled workforce.

Service Cashier

2004

Chapman Dodge - Nevada

Managed seamless cash transactions for all service clientele, ensuring efficient and courteous service delivery. Spearheaded the training program for new team members, fostering a culture of excellence and expertise within the organization. Streamlined the organization and archival of both current and historical service orders, optimizing operational efficiency and facilitating easy access to critical information.

≡ EDUCATION

UX/UI - CERTIFICATE

University of Utah | May 2023

Business Management - ABA

Everest College | April 2011

Construction Management - ASA

General Studies- AS

College of Southern Nevada | May 2010

≡ REFERENCES

Upon Request

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TO

HIRING MANAGER

Company Name Here

DATE :

6 April, 2023

≡ COVER LETTER

COMPANY NAME HERE

*Example Street Address, City Name
State/Country, 1234*

DEAR SIR/MADAM,

I am applying for the open XXXX postion. I am very interested in this postion.

I have over 20 years experience in all aspects of accounting and management positions. I have helped startups to established companies grow their companies with different tax strategies. I have been the sole HR department or was the head of HR Department; anywhere from hiring to different employee package offerings. I have been the head of project departments and trained all new hires.

I am a very hard-worker and take my performance personal. I treat my postion like I have ownership in the company and treat every aspects with extreme detail. With the ever evolving times, I continue my education, because you can never know too much.

Thank you again for your time. I hope to be in touch soon.



Nina Pitts