

Nathaniel S. Greene

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OBJECTIVE: To obtain a leadership position that will benefit a growth-oriented organization.

EDUCATION: University of Georgia - Terry College of Business
Atlanta, Georgia
Master's in Business Administration
Completion May 2010

Georgia Southern University
Statesboro, Georgia
Bachelor's in Business Administration
Graduated May 2000

QUALIFICATIONS:

- Experienced in client relations, personnel management, strategic planning, accounting, sales, quantitative analysis
 - Proficient in the use of Microsoft Excel, Microsoft Word, Microsoft PowerPoint, 4D TOM System, IHMS Mark System, GAAP
 - Limited experience in IT networking and human resources management
 - Reliable and professional
 - Adapts easily to any environment
 - Detail oriented
 - Resourceful individual with the ability to manage multiple facets of business operations
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PROFESSIONAL EXPERIENCE:

RAN Management, Inc. Suwanee, Georgia
Vice - President 2003 - 2008

Responsible for daily operation of a construction management service with 35 – 50 clients and annual gross revenue in excess of \$1.5 million. Duties included determination and execution of personnel changes, maintenance of client relationships, maintenance of vendor relationships on behalf of the client, creation and implementation of operating procedures, fee pricing, new account sales and set up, company and client financial statement reconciliation and preparation, negotiation of client financing and insurance policies, strategic planning, maintaining overall profitability of the company.

RAN Management, Inc. Suwanee, Georgia
Accounts Payable Associate 2000 - 2002

Responsible for managing assigned client accounts for homebuilders with production averaging 30 to 120 homes annually. Duties includes, processing of bi-weekly accounts payable, accounts payable research, issuance of 1099's, coordination of construction draw requests, maintenance of weekly operating cash balance, maintenance of vendor records, coordination of insurance audits and certification, and recording of sales, deposits, lot acquisitions, and construction loans.

*References available upon request.