

Steve Shassetz

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Summary

Proven leader with extensive experience in effective decision making, strategic business planning, developing and implementing policies, communicating, and motivating employees to accomplish objectives.

Experience

Business Consultant

Schwan Financial Group

2011 – Present (4 years) Aberdeen, SD

Provided a wide variety of business-consulting services for a wealth and capital management company.

Nationally recognized by Forbes magazine as one of the top 10 financial management firms in the United States.

CEO - Native American Environmental, LLC

2002 – 2012 (10 years) Rapid City, South Dakota Area

Hired by investors and owners to provide executive management for a company providing unexploded ordinance disposal and security services throughout the United States and Middle East.

Charged with developing all of the policies, procedures and systems necessary for company operation.

Responsible for negotiating government and private contracts and securing all funding for company operations.

Developed business from infancy to 100+ employees and \$10M revenue.

Business Consultant / CEO

Carrington Consulting Group

2000 – 2001 (1 year) Greater Denver Area

Hired as CEO of NTS Logistics, in conjunction with Carrington Consulting, to redirect and lead a progressive logistic company. NTE had 75 employees and operated in 10 states generating \$20 million in annual revenue.

Provided strategic business consulting services to clients and monitored the implementation of the recommended solutions.

Director of Administration - Fairfield and Woods, P.C.

1998 – 1999 (1 year) Greater Denver Area

Responsibilities included managing all facets of finance, human resources, accounting, marketing and public relations.

Developed and implemented policies, administered 401k and profit sharing plans, performed strategic and tax planning and managed external corporate relations.

Worked with internal and external system professionals to implement and update firm's technology and integrate it into daily operations.

Conducted work flow analysis and restructured the financial and services delivery processes, resulted in increased profit margins.

Director of Finance and Administration - Workman Nydegger

1997 – 1998 (1 year) Greater Denver Area

Responsibilities included managing all facets of finance, human resources, accounting, marketing and public relations.

Developed and implemented policies, administered 401k and profit sharing plans, performed strategic and tax planning and managed external corporate relations.

Worked with internal and external system professionals to implement and update firm's technology and integrate it into daily operations.

Conducted work flow analysis and restructured the financial and services delivery processed, resulted in increased profit margins.

Legal Administrator - Lynn, Jackson, Shultz & Lebrun, P.C.

1993 – 1997 (4 years) Rapid City, South Dakota Area

Responsibilities included managing all facets of finance, human resources, accounting, marketing and public relations.

Developed and implemented policies, administered 401k and profit sharing plans, performed strategic and tax planning and managed external corporate relations.

Worked with internal and external system professionals to implement and update firm's technology and integrate it into daily operations.

Conducted work flow analysis and restructured the financial and services delivery processed, resulted in increased profit margins.

Director of Human Resources and Information Systems - State of South Dakota

1990 – 1993 (3 years) Pierre, SD

Managed the human resources and information technology department for a state and federally funded health care facility.

Resolved employee problems, interpreted policies, and administered disciplinary actions. Supervised workflow processes, assignments, and staffing needs.

Developed strategic technology plans necessary to support business objectives.

Skills

- Outlook
- Microsoft Excel
- PowerPoint
- Microsoft Word
- Customer Service
- Microsoft Office
- Strategic Planning
- Budgets
- English
- Negotiation
- Research
- Public Speaking
- Deal Sourcing
- Investment Banking

Education

Utah State University

Master of Business Administration (MBA), Marketing & Finance

1988 – 1990

Weber State University

Bachelor's Degree, BS Business and Marketing

1983 – 1986

Rock Springs High School