**Nigel H. Arthur**

70 e 5st Ave | Broomfield, CO 80020 | (235) 294-4588

EMPLOYMENT HISTORY

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| **DIRECTOR – Design InC** | **Broomfield, CO** |
|  | *June 2011 – Present* |

*Tasked to develop sales department into a strong, sales orientated team with incentive plans for individuals and teams, as well as promoting a proactive sales force engagement for sales divisions across all regions amounting to 1500 employees in total.*

* Responsible for good practice drive in the company, helping line managers to implement company’s goals for good practice and self development
* Managed to double the engagement scores for largest region of operations within the 18-months since taking up the responsibility and measured by organizational engagement and culture surveys
* Nominated to be part of TAP (talent acceleration program) for employees across international affiliates
* Listed as one of the top 3 participants in the TAP program with a special mention of managerial competencies

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| **DIRECTOR – Communication Hub** | **Scottsdale, AZ** |
|  | *January 2008 – May 2011* |

*Headed the team responsible for mid-term financing planning and decisionsand responsible to report on the financial statements of the company to the Board of Directors on monthly basis.*

* Acquired a new accounting program and assisted in the roll out of the new controls and financial processes across departments
* Manage the daily financial responsibilities of the company, in charge of cash flow and decisions related to short-term cash
* Assisted human resource with payroll and year-end tax reporting
* Responsible for the company’s compliance with federal, state, and local laws and regulations.
* Assisted in fundraising events and oversaw fundraising projects and reports
* Handled the legality and administration of all donations and year-end reporting on company donations to tax authority

EDUCATION HISTORY

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| Masters in Business Administration,  **Harvard University** | **Broomfield, MT**  *2000 – 2002* |
| Management Excellence Certificate,  **Yale University** | **Scottsdale, AZ**  *1996 – 2000* |