

## KENNETH YOUNG

*Developing Role*

*Administrative/draftsman assistant*

### **EXPERIENCE:**

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Mr. Young is a new addition to Young Engineering Services. His role is a developing position that include a combination of Marketing, Financial, Accounting, Computer management, information management and coordination with clients and municipalities. His marketing responsibilities include web and social media site maintenance, campaign development, and design of promotional materials. He manages the company's CRM software and is responsible for updating client information. Mr. Young manages the company's BillQuick database which includes financial report generation and establishment of company metrics. His accounting responsibilities include QuickBooks management involving; invoicing, payroll, bill payment, and collections. He has IT responsibilities for the setup of company computers, software installation, and software procurement. Mr. Young is responsible for the company information; the upkeep of licensure; and the management, design and evolution of the company's information database in Access. He assists in the development of proposals and their transmission to clients. He maintains the company's municipal plan check log book and coordinates delivery and pick up from the municipalities. Mr. Young assists in the performance of drafting and structural detailing. During the day he is the point of initial contact for Young Engineering and he performs company errands.

Prior to working at Young Engineering Services, Kenneth worked for several contractors. He performed truss manufacturing at AcuTruss Industries, worked on over 30 homes with the Aral Construction carpentry crew at Canyon Ridge Retirement Community, and has contributed to several condominium projects in the Kelowna and Big White Ski Resort areas. He has also built infinity pools, performed various renovations, executed landscaping renovations and has laid new roofs on over 150 homes.

### **EDUCATION:**

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Okanagan College University, Kelowna BC

Bachelor of Business Administration, Financial Services, 2012