

Javier L. Colón

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PROFESSIONAL SUMMARY

Bi-lingual (English/Spanish) senior business development professional and accomplished project manager with 15 years' experience in sustainable development and organizational management, including supporting nonprofit initiatives. Brings expertise in managing startup companies, networking and product development. Excels in bringing unique products to market and strategy development working with immigrant entrepreneurs and disadvantaged populations. Brings strong organizational skills, and an outstanding ability to build and manage high-value partnerships at different levels of seniority. An excellent supervisor with a strong ability to mentor employees and volunteer staff.

RELEVANT EXPERIENCE

Project Management Consultant, Small Businesses and Startups, San Francisco, CA February 2012-Present

Served as an independent consultant supporting various small businesses including:

- **TaskRabbit**, August 2013-August 2015 (<https://www.taskrabbit.com/>): Assisted in the development of the TaskRabbit Android app utilizing user (TaskRabbits) and client (customers) suggested edits to improve the overall experience of the online community. Recruited new users and developed an incentivized system to retain new talent. Improved user and customer relations by streamlining the dispute process. Developed a strategy for European expansion to attract and retain members in a new market.
- **La Cocina**, May 2012-August 2013 (<http://www.lacocinasf.org/>): Volunteer role assisting immigrant entrepreneurs in learning critical startup essentials in areas such as; business plan development, business registration with required authorities, assistance obtaining a federal ID number, payroll and sales tax registration, long and short range planning, budgeting and forecasting, compensation planning, employee benefit plans, bookkeeping/payroll services, record keeping requirements, cash flow planning, product development and bringing a food product to market.
- **Future Leaders Institute**, May-August 2012 (<http://futureleadersinstitute.org/>): Served as an Outreach and Development Consultant developing a new strategic plan designed to engage community organizations, potential volunteers and partner schools with the overall goal of enhancing the Future Leaders Institute program. Recruited new partner schools, organizations, educators and students and supported ongoing fundraising activities through corporate sponsorship.
- **The Henne Group**, February-May 2012 (<http://www.thehennegroup.com/>): Served as a project management consultant developing an advertising strategy for recruitment of research participants and a new outreach strategy. Redesigned company flyers and improved and expanded the company database by leading social media outreach activities.

Operations Manager, Hampton Creek, San Francisco, CA

August 2012-August 2013

Served as the Operations Manager for Hampton Creek; a company developing plant-based products with the long term goal of replacing eggs, sugar and trans-fats currently used in traditional foods. It aims to use those products as a platform for change, to ensure every person on the planet can afford to eat sustainable, healthy, nutritious food, and to shift the eating habits of climate-conscious millennials in a more environmentally sustainable direction. Accomplishments include:

- Successfully managed all day-to-day business operations, including systems and processes, operational reporting, HR, facilities, and administration.
- Designed and implemented scalable processes and systems (from order processing, forecasting to production planning).
- Managed procurement processes, with a tight focus on cost controls and negotiated pricing and contract terms.
- Managed Quality Assurance processes.
- Work with co-packer to manage certification processes, shelf life test products, micro testing, audits of co-packers etc.
- Supervise accurate and efficient order processing, fulfillment, and billing processes (e.g., order entry, invoicing, returns, customer hierarchies when supply is tight).
- Established a culture of exceptional customer service and satisfaction.
- Coordinated, maintained, and generated human resources-related files and records.
- Processed all department invoices for payment and managed accurate filing of payroll data/timesheets.
- Ensured compliance with federal/state payroll regulations and OSHA compliance.

Business Development Manager, Gladstone & Associates, San Francisco, CA

April-August 2012

- Managed client cultivation and liaised with top executives on the implementation of the company's strategic and operational plans.
- Supported lawyers in identifying and pursuing new business opportunities.
- Supported sector focus initiatives, including keeping abreast of market trends and completing client research.
- Managed and captured deal flow information in databases for directory listings and other external/internal communication activities.

VISTA (Volunteer in Service to America) Ketchikan Youth Initiatives AmeriCorps, Ketchikan, Alaska 2011

- Managed fundraising activities to cover start-up operating costs to establish a youth entrepreneurship program in the Greater Ketchikan area and secured seed money for the pilot entrepreneurship program.
- Built new business through effective design and implementation of strategic marketing and branding plans.
- Developed a platform that enabled the creation of a job/entrepreneurial pipeline aimed at educating local youth.
- Developed an oversight committee of community members and a business plan for the youth entrepreneurship hub at the future sight of the youth community center.
- Executed new community building strategies.

Hub Host, The Bay Area Hub, San Francisco/Berkeley, CA - <http://bayarea.the-hub.net/> December 2010-March 2011

- Conducted research on potential organizations, businesses, groups, and individuals that could fit into the HUB community.
- Developed new partnerships with stakeholders and community building strategies while leading the execution of the HUB Ambassador Program.
- Identified local sponsors and partners of the HUB to map diversity of the growing HUB community.
- Created and implemented marketing strategies in the Bay Area communities.

Director, Wheels Of Action, Copenhagen, Denmark - www.wheelsofaction.org January 2008-December 2011

- Served as a Director for this non-profit organization eradicating poverty and oversaw anti-poverty projects aimed to create sustainable change in developing communities throughout the world.
- Designed and implemented projects in Tanzania, Ghana, Liberia, Senegal, Kenya, Rwanda, Zanzibar, Thailand, Guatemala, Mexico, Costa Rica, Belize, Panama, Colombia, Denmark, Ukraine and Moldova including focusing on women's right issues, underprivileged youth empowerment, youth sports, malnutrition, rural bicycle programs, sustainable business development, orphanage network creation, creative thinking, co-shared workspaces, female entrepreneurship and community building.
- Reviewed and analyzed non-profit charitable organizations, and provided technical support and best practices in creating solutions to fulfill their needs to achieve their mission.
- Cultivated, fostered and maintained relationships with sponsors, collaborators and partner organizations.
- Oversaw monitoring and evaluation of project activities and the overall organizational progress.
- Recruited and trained volunteers supporting the work of the organization.

Brand Consultant, Velouria Consulting, Copenhagen, Denmark June-December 2007

- Successfully re-designed the Bette-Bondo Fashions website (<http://bettebondo.com/>) to increase public exposure and brand recognition.
- Created team building programs to improve employee performance and office communication.
- Evaluated client and participant requirements for team building workshops and prepared staff presentations.

Business English Teacher, Green Forest Language School, Kiev, Ukraine and European Education Center: EEC Sprogskole, Copenhagen, Denmark November 2006-February 2007

- Led business English training program by expanding students' working English vocabulary through moderating and conducting debates to encourage fluency.

Marketing Manager, Hällekind Bed and Breakfast, Stromstad, Sweden Summer Seasonal 2004-2007

- Responsible for the development and implementation of all advertising and promotions.

EDUCATION

Master of Science in Intercultural Business Administration, Specialization: Intercultural Management 2007

The Copenhagen Business School, Copenhagen - Denmark

BA in International Studies, World Economics and Business 2003

The Ohio State University, Columbus, OH – USA