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| Natalie Yozzo  8422 S. Toledo Ave, Tulsa, OK, 74137 · 918-508-3292  natalie@elementalairok.com |
| Seeking a position in business development. Skilled in small business accounting and office management with a background in health and wellness.  **Experience**   |  | | --- | | **November 1st, 2018- Present- JEN Enterprises LLC (Formerly known as Elemental Air & Refrigeration LLC)**  **Co-Owner/Office Manager/Bookkeeper**  Responsible for full cycle accounting and bookkeeping tasks. Moved the company to QBO in late 2018 and learned the software through hands on experience each day at work. Was responsible for all AR, AP, bank account/loan reconciliations, sales tax reporting and payment, and daily communications through phone and email with vendors and customers. Put systems in place for expense receipt capture and PO generation. Resolved problems with customer payment, vendor billing and payment, and any discrepancies that appeared in the books. Scheduled service technicians in the field each day and helped drive sales by monitoring customer satisfaction via text and email, and following up after service to ensure customer’s needs were met. Implemented and managed the time tracking application for payroll, approved and processed payroll, set up and managed employee benefits, and communicated with our tax accountant on adjustments needed to our financial statements for tax time. Improved business operations by finding ways to cut costs and increase profit. Engaged creatively to research and utilize tools and applications that were necessary for more efficient daily operations of service technicians and construction workers in the field, so our company could be organized and more profitable in a fast-paced industry. Ran financial reports and provided data to my co-owner so we could discuss ways to produce more sales and address any inefficiencies. Worked with my co-owner to grow revenue from $326,000 in 2018 to $2,100,000 in 2023. | | **March 2012-October 2018**  **Owned and Operated Yozzo Yoga**  Developed my own form of movement therapy, based on yoga practices and my knowledge of human physiology and anatomy. Taught classes at various health centers around Tulsa, including country clubs and mental health facilities. I led participants to health and healing of their bodies and minds.  **Prior to March 2012**  I was working on a Master’s of Public Health at OUHSC in Tulsa. I completed a year and a half of the program, earning a Certificate of Public Health.  **From June 2010-December 2011**  **Supplement Sales Associate at Akin’s Natural Foods**  Greeted customers and recommended products that would help them. Made suggestions on certain vitamins, minerals and wellness items that would match each person’s needs. Recommended products that I personally had experienced success with. Sold with authenticity and honestly cared about the people I interacted with. |   **Education**   |  | | --- | | **September 2022-December 2022**  Completed graduate level Marketing and Finance classes, Longwood University  Earned A’s in both  **December 2011-December 2012**  Master’s Level Certificate of Public Health, OUHSC, 3.5 GPA | | **May 2005-May 2010**  Bachelor of Science in Nutrition, OSU, 3.7 GPA  Minor in English |   **Certifications/Achievements**   * Certified QuickBooks Online ProAdvisor 9/2024 * Earned a certificate of Mastering Adjusting Entries from AIPB * Earned 1 CPE for Essential Bookkeeping Skills with Intuit * Completed an Excel Pivot Tables Course offered on Coursera * Was instrumental in building Elemental Air & Refrigeration LLC to a company worth $1,250,000.00. Worked with my co-owner to achieve this from 2019-2023. Successfully sold 50% of the company in March of 2024. Retained a smaller ownership percentage of new entity named JEN Enterprises LLC that I am remotely working for now.  |  | | --- | | **Key Skills/Character**   * Strong customer relations * Exceptional ability to multitask * Strong focus and attention to detail * Systematic approach is my goal * Driven by the success of the whole team, not just myself * Belief that learning never stops * Belief that good relationships make business work | |  | |  | |  | |
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