

BENJAMIN JOSEPH HOEHN

CONTACT

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SKILLS

- Strong data analysis and problem solving skills, excellent written and oral communication skills
- Internal regulatory and compliance
- Strong research skills
- Extensive networking and marketing experience both in person and business to business
- Employee Development/Support
- Internal Control Systems, KPIs
- Operational Efficiency
- Flexible and Adaptable
- Integrity and Transparency
- Microsoft Word, Power Point, Excel, Intuit Quickbooks, Adobe

AFFILIATIONS

- Board Member of Charity "MD2"
- University of Cincinnati Northern New Jersey Alumni Leader
- Leadership Morris Graduate Class of 2013
- BNI Member and Leader with Montclair New Jersey Chapter.
- Morris County Chamber of Commerce, North Jersey Chamber of Commerce, New Jersey Young Professionals

EDUCATION

MS, BS: Criminal Justice, 2006
The University of Cincinnati - Cincinnati OH

PROFESSIONAL SUMMARY

Business operations manager with 12+ years experience in operations, customer service, human resources and analytical problem-solving. Reliable operations specialist with extensive experience establishing policies, as well as promoting the company culture, vision, and enhancing brand awareness to increase client base and profitability. Also experienced in successful sales initiatives and networking.

WORK HISTORY

Operations Officer, 01/2014 to Current

Pazoo, Inc/ MA Analytics LLC - Whippany, NJ

- Handpicked by the CEO to manage business operations for publicly traded health and wellness company (Pazoo Inc)
- Oversaw hiring and human resources for 15+ employees across multiple states for testing laboratory (MA Analytics) including performance reviews
- Handled regulatory and compliance, employee relations, recruitment, payroll, benefits administration, CQI, micro and macro data driven initiatives
- Analyzed funding and equity agreements for potential opportunities and fundraised new capital for the company resulting in \$14MM raised
- Handled all purchasing for testing lab (MA Analytics) furthering my comprehension of scientific procedures and cannabis products
- Managed all capital market transactions including stock issuances for equity and debt, SEC Filings, quarterly and annual audits
- Networked and promoted to help raise awareness, branding, and marketing for the company including trade shows and conferences

Operations Manager, 05/2010 to 12/2013

DMC Athletics & Rehabilitation - Morristown, NJ

- Managed business operations and human resources for 3 locations for physical therapy and personal training business (DMC)
- Patient advocate
- Implemented and analyzed monthly, quarterly and yearly goals resulting in 35% growth in revenue three years in a row
- Created and implemented employee policies and procedures from scratch including employee handbook
- Networked and marketed to doctors and professional networking groups to cultivate, and evolve professional referral relationships
- Established positive and effective communication among unit staff and organization leadership, reducing miscommunications and missed deadlines

Community Safety Specialist/Crime Analyst, 01/2006 to 04/2010

Community Police Partnering Center - Cincinnati, OH

- Identified community problems and created useful and timely intelligence products to support field operations
- Enlisted and motivated community stakeholders
- Provided analytical support for communities and local police such as data analysis, survey creation, graphs, etc