



Nate M. Gardin  
GCG, LLC  
Oak Park, MI 48237

248-967-3540 (voice)  
877-281-8229 (message/fax)  
NMG@gardinconsulting.com

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## SUMMARY RESUME

### EMPLOYMENT HISTORY:

GARDIN CONSULTING GROUP, LLC. Oak Park, MI 2000 – Present. (part-time)

### SKILL SETS PROVIDED OR AVAILABLE TO GCG:

- Health Care Consultation with regional older adults, planning and service agency
- Successful assistance with re-accreditation effort (6-year, full accreditation awarded)
- Business Planning
- Grant Proposals, Business and Strategic Plans, data research and analysis
- Assistance with development of survey instruments – multiple clients
- Prepare responses to government RFPs and licensing applications

### Other Consulting or Entrepreneurial Activities:

#### **FlashGardin Enterprises,** ***Founder & CEO***

*Lathrup Village, Michigan*  
*April 1997 – Present*

- Residential/Commercial Property Management, Commercial Contracting
- Public and Private Grant Administration in Educational and Health Fields
- Strategic, business, market, sales and customer service planning.
- Preparation of PR kits, sales packages, promotional presentations and marketing new/small businesses.

**Major Accounts and (Projects): Kids First, Yes!, The Bake Station, Michigan Teleco, RNC (GOP), Jewish Hospice & Chaplains Network, K & S Distribution, GCG, DAAA, Gardin contracting, Your Wired Solutions.**

#### **(Prime Realty Management)** ***Director of Facility Management (consultant)***

*Brooklyn, New York*  
*November 2005 – Present*

Property Management/Development of Michigan operations for Out-State Investment Group

- Responsible for leasing/management of three apartment complexes in the city of Detroit
- Oversaw two complete floor/ceiling rehab projects. Saved \$200K in construction cost.
- Make recommendations on Purchase/Sale of Multi-Tenant property in Metro Detroit Area.

**(Paragon Properties Co.)**  
**Organizational Consultant**

*Bingham Farms, Michigan*  
*June 2005 – October 2005*

Restructured “Turnover” process for 51 Acre/ 846 Unit Multi-tenant property

- Oversaw turnover of units to “A” standard requirements
- Streamlined process to accommodate 150 turns in fifteen days. Quicker turns created higher occupancy.
- Trained maintenance/vendors in organizational and time management

**(The Friendship Circle)**  
**Grant Administrator/Consultant**

*West Bloomfield, Michigan*  
*April 2005 – September 2005*

Oversaw application process and management of \$500,000 Grant from Dept. of Ed.

- Ran successful application process on a very tight timetable
- Trained staff in management of grant/working within federal bureaucratic guidelines
- Completed technical writing tasks for fundraising and the operations of their Lifetown facility.

**(E I Franchising, LLC)**  
**Chief Operations Officer (consultant)**

*Lathrup Village, Michigan*  
*October 2004 – June 2005*

Launched Nationwide Business. Set business up to franchise.

- Created the complete business and marketing plan. Successfully implemented plans.
- Developed systems and procedures from existing business to enable successful duplication.
- Opened 15 locations for resale to Franchisees.

**(General Electric Financial)**  
**Captive Agent/Long Term Care Division**

*Chicago, Illinois*  
*January 2003 – January 2005*

Trained by GE to; represent them in the growing LTC market, sell need.

- Learned how to reach people on a need, not product/price, level.
- Developed strong organizational skills/Utilized Project Management Systems, Siebel

**(Michigan Jewish Institute)**  
**Interim Dir. of Marketing/Regional Recruitment Counselor**

*Oak Park, Michigan*  
*May 2001 – April 2004*

Hired to fill position as Director of Marketing until a permanent replacement could be found.

- Ran recruiting program for 2001-2002 school year.
- Designed new marketing plan and recruiting program for 2002-2003 school year.
- Trained administrative staff on proper marketing, sales and customer service practices.

**(Er. Image, Inc.)**  
**Consultant**

*Southfield, Michigan*  
*July 2000 – December 2002*

Revitalized and implemented new sales and customer service programs, including upgrading systems.

- Trained sales staff in sales and customer service procedures. Increased sales by 60%.
- Worked with CEO's office implementing new systems enabling company to expand and franchise.

**(Hyperhome.net, Inc.)**  
**Computer Administrator**

*Southfield, Michigan*  
*July 2000 – September 2000*

Headed team in charge of starting-up and setting systems and procedures for new web hosting company.

- Researched, compiled and implemented accounting, ordering and customer care systems.
- Set marketing, sales strategies, and goals.
- Designed and implemented server and computer systems including online ordering and web design.
- Trained in numerous e-commerce applications including shopping carts and Cobalt Systems.

**(4U Productions)**  
**Producer/Promoter**

*Southfield, Michigan*  
*August 1999 – May 2001*

Co-founder of company dedicated to bringing small out-of-state music groups to the Metro-Detroit area.

- Contact bands and agents in an effort to secure performances. Worked with budgets larger than 100K
- Obtained venues, organized and promoted events with attendance up to six thousand.

**(Gardin Landscaping)**  
**Owner/Operator**

*Oak Park, Michigan*  
*April 1997 – August 1999*

Started/sold a business with \$250,000/year in revenue

- Managed and operated a twelve employee landscaping business.
- Secured contracts with several large property management companies.

**(JA-DA, A Barbeque Grille & Jazz Club)**  
**Manager/Bookkeeper**

*Detroit, Michigan*  
*May 1997 -August 1999*

**Manager:** Closed out registers and credit cards, managed daily operations, and secured restaurant at night.

**Bookkeeper:** Tracked accounts receivable/payable, processed payroll & checks, made all bank deposits.

**Other Duties:** Responsible for marketing, promotional and public relations work for special musical weekends, Montreux Jazz Festival, and other jazz club events.

**WXYZ, Channel 7**

*Southfield, Michigan  
July 1999 – December 1999*

**Public Relations Intern**

- Created upcoming station events' press releases & compiled and published monthly newsletter.
- Coordinated public appearances by station personalities.
- Published daily pamphlet of relevant media related news for stations top management.
- Handled calls and requests from viewers, businesses and organizations.

**The Wellness Plan**

*Detroit, Michigan*

**Finance Intern**

*April 1996 - September 1996 & April 1997 - May 1997*

- Compiled reports to send to contracted medical clinics.
- Researched expired claims.
- Completed two major research projects comparing major southeastern Michigan HMO's and the Wellness Plan. Presented report and analysis of findings to the CFO's office.

**EDUCATION:**

**University of Michigan**

B.A. in Public Relations and Corporate Communication

*December 1999*

B.B.A. in Business Administration Management

**-1998 & 1999 University of Michigan-Dearborn Dean's List**

**-1995 Michigan Competitive Scholarships**

**State of Illinois**

Life, Accident & Health Licensing W/Long Term Care Rider  
2003

*March*

**CONTINUING EDUCATION AND ADDITIONAL SKILL SETS:**

**Professional Activities & Affiliations:**

**The Michigan Journal:** Staff Writer: 9-97 to 5-99

**Society for Human Resource Management, UM-Dearborn:** Executive VP: 11-97 to 12-98 (Current Member)

**American Marketing Association – Dearborn:** Executive VP: 12-95 to 4-97 (Current Member)

**Computer Skills:**

All Microsoft Office Suites, Filemaker, FrontPage, WordPerfect, QuickBooks Pro, Harvard Graphics, all Adobe Suites, all Windows and DOS operating systems, proficient in Macintosh and UNIX systems as well as many standard POS Systems. Internet Savvy.