

MITCHEL SMITH

Management Assistant

1515 Pacific Ave, Los Angeles, CA 90291, United States

3868683442

email@email.com

Place of birth *San Antonio* Driving license *Full*

LINKS

[Resume.io](#), [Resume Viking](#)

PROFILE

Ambitious Management Trainee has over 15 months of professional experience in brand management and retail marketing in a B2C environment. Proven proficiency in e-commerce, e-tailing, and e-marketing improvement strategies, which ensued in an offer to co-lead accountability on 15 projects during the last eight months.

EMPLOYMENT HISTORY

❖ **Management Assistant, Pepsi** Jan 2019 — Jan 2021
Washington

Offering support and solutions to managers and directors regarding their business needs and requirements for the operation of a business or a business unit's daily operations.

- Collecting and compiling data, conducting research, preparing reports, and coordinating all management projects.
- Supporting the preparation of certain documents along with management reports in the data information collection area.
- Compiling all findings, utilizing spreadsheets, database software, and graphics for a simple evaluation, assisting in different administrative projects.
- Utilize the office systems used in business facilities for message collection, storage of client information, or agenda scheduling.
- Responsible for the administration of systems such as vendor management, customer relationship management, storage, and voicemail systems.

❖ **Management Assistant, LinkedIn** Jan 2018 — Dec 2019
Orlando

Starting a positive, long-term relationship among organizations and interested third parties like the distributors, suppliers, shareholders, and other stakeholders, informing them of the organization and its objectives.

- Planning and executing store events like new associates' orientation, communications meetings, and recruiting efforts such as job fairs.
- Coordinating many hiring process phases, including scheduling interviews, administering testing, ad placements, submitting and maintaining needed pre-hire information.
- Utilize diverse types of communication channels like handwritten, verbal, digital, and telephonic, aiming to construct and share information and ideas.
- Take on administrative duties such as typing up reports, filing, and maintaining mail correspondences.

EDUCATION

❖ **Chicago State University** Jan 2021 — Jan 2021
Ph.D. in Business Administration, Chicago

Ph.D. in Business Administration, Chicago State University, IL

❖ **Institute of Certified Professional Managers, University of Arizona, AR** May 2015 — Aug 2017
Certified Manager (CM) Springfield

SKILLS

Apply statistical analysis techniques *Expert* Financial department processes *Expert*
Revise drafts made by managers *Expert* Draft press releases *Expert*

AHIEVEMENTS

❖ Jan 2021 — Jan 2021

- Initiated a user-friendly electronic filing system, which lowered the time of file retrieval by 43%.
- Reduced travel expenses by 46% by booking team events at more cost-effective locations.
- Enhanced the scheduling system by integrating an interactive calendar, ensuring more user-friendly appointment logging.

LANGUAGES

English *Native speaker* Dutch *Native speaker*

HOBBIES

Running, Arts, Dance

COURSES

❖ **Sales Administration Course** Jan 2021 — Jan 2021
American Advertising Association, Kansas City, MO