



Mitchel Smith

MANAGEMENT ASSISTANT

✉ email@email.com

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

☎ 3868683442

Details

Driving license

Full

Place of birth

San Antonio

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, Washington

January 2019 — January 2021

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, Orlando

January 2018 — December 2019

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

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

January 2021 — January 2021

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

Certified Manager (CM) , Institute of Certified Professional Managers, University of Arizona, AR , Springfield

May 2015 — August 2017

Links

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

Skills

Apply statistical analysis techniques



Revise drafts made by managers



Financial department processes



Draft press releases



Achievements

January 2021 — January 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, ensuing more user-friendly appointment logging.

Languages

English



Dutch



Hobbies

Running, Arts, Dance

Courses

Sales Administration Course, American Advertising Association, Kansas City, MO

January 2021 — January 2021