



Mitchel Smith

Management Assistant

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DRIVING LICENSE Full

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PLACE OF BIRTH San Antonio

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

01 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.

02 EMPLOYMENT HISTORY

Jan 2019 — Jan 2021
Washington

Management Assistant at Pepsi

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.

Jan 2018 — Dec 2019
Orlando

Management Assistant at LinkedIn

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.

03 EDUCATION

Jan 2021 — Jan 2021
Chicago

Chicago State University

Ph.D. in Business Administration,

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

May 2015 — Aug 2017
Springfield

Institute of Certified Professional Managers, University of Arizona, AR

Certified Manager (CM)

04 SKILLS

Apply statistical analysis techniques ●●●●●●

Financial department processes ●●●●●●

Revise drafts made by managers ●●●●●●

Draft press releases ●●●●●●

05 ACHIEVEMENTS

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.

06 LANGUAGES

English ●●●●●●

Dutch ●●●●●●

07 HOBBIES

Running, Arts, Dance

08 COURSES

Jan 2021 — Jan 2021

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

