

Mitchel Smith

Management Assistant



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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

Jan 2019 – Jan 2021

WASHINGTON

Management Assistant

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

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.

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)

Skills

Apply statistical analysis techniques



Financial department processes



Revise drafts made by managers



Draft press releases



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, ensuing more user-friendly appointment logging.

Languages

English



Dutch



Hobbies

Running, Arts, Dance

Courses

Jan 2021 – Jan 2021

Sales Administration Course

American Advertising Association, Kansas City, MO