

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	<i>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.</i>
---------	---

EMPLOYMENT HISTORY

Jan 2019 — Jan 2021	Management Assistant, Pepsi	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.

Jan 2018 — Dec 2019	Management Assistant, LinkedIn	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

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

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

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

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

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.

LANGUAGES

English

Native speaker

Dutch

Native speaker

HOBBIES

Running, Arts, Dance

COURSES

Jan 2021 — Jan 2021

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