

MITCHEL SMITH

MANAGEMENT ASSISTANT

DETAILS

ADDRESS

1515 Pacific Ave
Los Angeles, CA 90291
United States

PHONE

3868683442

EMAIL

email@email.com

PLACE OF BIRTH

San Antonio

DRIVING LICENSE

Full

LINKS

[Resume.io](#)

[Resume Viking](#)

SKILLS

Apply statistical analysis techniques



Revise drafts made by managers



Financial department processes



Draft press releases



LANGUAGES

English



Dutch



HOBBIES

Running, Arts, Dance

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

Jan 2019 — Jan 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

Jan 2018 — Dec 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

Jan 2021 — Jan 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 — Aug 2017

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, ensuing more user-friendly appointment logging.

COURSES

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

Jan 2021 — Jan 2021