

- Positively influenced the Recruiter Development Program by training, assisting, and coaching associate and junior recruiters.
- Orchestrated and led bi-weekly division discussion meetings including up to 30 employees.
- Coordinated and documented meeting minutes with candidates to gather requirements and job requisitions.

1/14- 4/14 The Jacksonville Landing
Marketing and Events Intern

Jacksonville, FL

- Assisted Marketing and PR manager in project management and marketing coordination.
- Responsible for writing, editing, creation and design for special projects and events (newsletters, press releases, brochures, contests, etc.)
- Maintained social media accounts, Twitter, Facebook and Instagram as well as monitored online reputation.
- Provided ideas and direction to enhance initiatives and ensure collaboration with other company marketing tactics.
- Organized and informed property vendors on up to date information and events.
- Created weekly and monthly agendas with detailed event descriptions utilizing Adobe CS.
- Prepared marketing flyers, and presentations as well as proposals, letters, and general correspondence.
- Managed advertisements/posters to stay relevant and up to date with upcoming events.

4/12- 5/13 Massage Heights
Administrative Coordinator

Jacksonville, FL

- Managed office phone calls/emails to ensure proper functionality and customer satisfaction.
- Utilized Microsoft Office tools: Excel for spreadsheets on breakdown of pricing, Word for letters and notifications and Outlook for any email correspondence.
- Managed office schedule including coordination of appointments and follow up with clients
- Maintained and developed strong, long-term relationships with business contacts.
- Served as liaison between customers, store personnel, and various store departments
- Managed and administered member information of accounts through computer processing and filing procedures.
- Created, entered, and maintained material production forms for fellow/group accounts.
- Maintained proper filing system best suited to department needs.

ADDITIONAL SKILLS

Language: Bilingual, fluent in English and Hebrew.

LEADERSHIP

Alpha Chi Omega Women’s Fraternity Member	9/09– 4/13
• Vice President of Recruitment	1/12– 12/12
• Chapter Advisor for VP PR & Marketing - CU, Boulder	7/16- Current

EDUCATION & CERTIFICATION

University of North Florida
 Bachelor of Business Administration
 Major: **Marketing** Minor: **Economics**

Jacksonville, FL
 Graduated: April 2014

AXELOS Global Best Practice
 ITIL Foundation Certificate in IT Service Management, 2016