

Nureyev Mitchell

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Education

BBA(Bachelor of Business Administration)
Howard University
2015-2018

ABA(Associate of Business Administration)
Prince George's C.C
2012-2015

High School Diploma
Suitland High School
2008-2012

Key Skills

Marketing
Adaptability
Growth Mindset
Social Media
Critical Thinking
Dedication and Flexibility

Experience

Site Manager/Lead – C.O.R.E Response *May 2022- Feb 2023*

- Conducted over 100 Covid-19 Test daily. Handled and stored specimens to prevent contamination
- Oversaw Clients confidential information to adhere to HIPAA, State, and National Guidelines.
- Collaborated With DC Health and DPR to get large scale sites.
- Provided resources such as (WIC,SNAP) to the local community
- Managed 10-15 employees

Event Planner/Specialist - Advantage Solutions *Mar.2016-May 2020*

- Oversaw and coordinated over 300 demos and events, marketing over hundreds of products which were satisfactory to both clients and consumers, While adhering To all local and federal COVID-19 safety protocols including mass requirements and social distancing
- Proposed effective layouts for events and coordinated all staff management, event logistics, and internal/external communication functions throughout the event life cycle

Department Manager- Macys *Feb. 2014-Dec. 2015*

- Coordinated the team on how to anticipated customer's needs and provided them with high-quality service while holding brand standards and values to ensure customer satisfaction. When necessary.
- Handled POS Systems transactions which includes credit, cash, returns to ensure an seamless and accurate cash flow

Additional Information

- Spanish, Limited Working Proficiency
- Guest Services
- Vendor Relations
- Proficient in Office Suite, Adobe Illustrator and Photoshop
- Experienced in Workflow Delegation and Talent Development
- HIPAA Certification