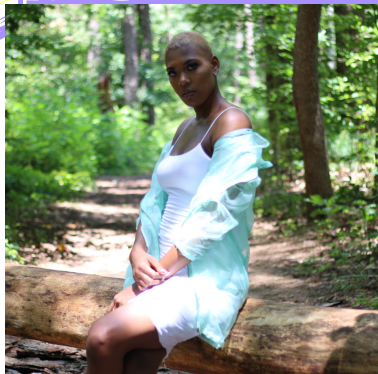


# AKILA MCDONALD

## ADMINISTRATIVE ASSISTANT



### CONTACT INFORMATION

Phone  
678-614-8709

Email  
akilajade32@gmail.com

LinkedIn  
@AkilaMcDonald

Mailing Address  
2805 Carrington Park Jonesboro, Ga.

### EXECUTIVE SUMMARY

Hi! I am a strong independent worker who is experienced in brand influencing and advertisement. I would love to gain more experience and expand my career through social media, marketing and communication.

### SKILLS & ABILITIES

Strong Leadership Skills



An Eye for Trends



Problem Solving



Time Management



Organizing Skills



Advanced Computer Knowledge



### CAREER BACKGROUND

#### Administrative Assistant

*Trilith Atlanta Studios | Present*

- Answer and screen any phone calls in a respectful manner, also transferring and taking messages.
- Manage an active calendar for all meetings, birthdays, and appointments.
- Handle all and any other forms of mail/packages for entire staff and productions.

#### Site Coordinator

*Carl E. Sanders YMCA of Metro Atlanta | 2016-2020*

- Onboard, Train and Terminate staff
- Maintain and coordinate with Bright from the Start
- Handle and store medical paperwork in compliance with HIPAA regulations
- Enter vendor receipts and invoices
- Answer and direct phone calls to appropriate extensions

#### Media Relations

*Limitless Creative Co. | 2019*

- Promoted the company brand w/ social advertisement and networking
- Creative, innovative insight for advertising platforms
- Organize and execute communication strategies for contacts and potential clients

#### Event Brand Ambassador

*Air Fresh Marketing | 2018-2019*

- Accountable for retail and inventory
- Served as a point of contact for the media and public for event information
- Organized and directed promotional events for company

### ACADEMIC HISTORY

#### University of South Florida

*College of the Arts*

Bachelor's Degree in Communications  
4 year Division1 Athlete  
Team Captain

#### Columbia High School

*2006 to 2010*

Affiliations:  
Student Yearbook | 2009-2010  
Athletics Team | 2006-2010

### -REFERENCES

Abeer Khan- (416) 529-5212  
Chief Executive Project Manager,  
Limitless Creative Co.

Alexis Greer. - (404) 350-9292  
Director of Family Services  
YMCA of Metro Atlanta.

Taylor Williams - (470) 328- 9845  
Access Control Specialist  
Pinewood Atlanta Studios