

Michelle Kaviani

— FORWARD-THINKING & LEADERSHIP —

2 Wildcat Avenue
Marlton, NJ 08053

(856) 745-4797

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OBJECTIVE

Passionate and dynamic professional with over 9 years of accomplished team leadership and diverse industry experience, in pursuit of an open position.

EDUCATION —

Pursuing

Business Administration
Bachelor's Degree

*Rowan College at
Burlington county*

Commencing Spring 2024

- Full-time Student
- Term: 1/19/24-5/12/24

Business Management
Associate Degree

*Rowan College at
Burlington county*
2019-2022

GPA: 2.5

- 2020 – Dean's List
- Graduated Spring 2022

High School Degree

Cherokee High School
2013-2017

GPA: 3.5

- Principles List
- Graduated in Honors Tech Society
- Cheerleading Captain

EXPERIENCE

Member Care Specialist | *HAIRCLUB*

MAY 2022 – JANUARY 2023

Member experience: proactively engage with past, potential, and current members to schedule | Performing daily administrative duties: cash handling, inventory management, agreements | Collaborate with center team to ensure expectations and goals are met.

Assistant in Transactions & Marketing | *RE/MAX ONE*

JUNE 2021 – OCTOBER 2021

Assisting RE/MAX ONE agent(s) | Performing administrative duties during each stage of transaction from contract to closing | Created new company website(s) | Utilizing graphic design for daily social media marketing task(s)

Overnight Supervisor | *ROYAL FARMS*

JULY 2020 – JANUARY 2021

Responsible for successful workflow on shift | Team Trainer – Moving Trainees into Management positions | Part of Store Grand Opening

SKILLS

- Strong communicator
- Accurate transactions
- Skillful multitasker
- Interpersonal soft skills
- Self-starter problem solver
- Consistent work ethic

REFERENCES

- | | | | |
|---------|--------------|------------------------------|----------------|
| • Suzie | Manager | Leader of <i>HairClub</i> | (856) 200-3101 |
| • John | Broker | Leader of <i>RE/MAX ONE</i> | (215) 869-6198 |
| • Rich | Store Leader | Leader of <i>Royal Farms</i> | (856) 889-9940 |