

ELISSA WILLIAMS



657-217-1012



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Las Vegas, NV 89147

EXECUTIVE SUMMARY

Director of Production with extensive experience in managing and overseeing production processes. Proven track record in logistical management and a dedicated individual committed to excellence.

EDUCATION

American InterContinental University

Bachelor in Business Administration - BBA,
Business Administration and Management,
General (Cum Laude) 2012

Sanford-Brown College

Associate of Science - AS, Television
Production 2002

SKILLS

- Logistics Management
- Production Oversight
- Administrative Skills
- Organizational Leadership
- Decision-Making
- Creative Problem-Solving

WORK EXPERIENCE

Director and Secretary

The McClendon Williams Foundation (Freelance)
- March 2020 - Present

Currently serving as Director and Secretary at a foundation, managing various administrative tasks and contributing to organizational decision-making.

Director of Production and Representative

The Odd Pro (Full-time) - January 2017 - Present

Successfully managing and representing production operations at The Odd Pro for over 5 years, working closely with the CEO to ensure seamless production processes.

Vice President of Logistics

PHamily Hair Care (Full-time) - January 2017 - Present

Spearheading logistics management at PHamily Hair Care, demonstrating strong leadership and organizational skills.