

MAËLLE C SINGH

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☎ (863) 509-7472

📍 Austin, TX 78737

PROFESSIONAL SUMMARY

Proactive Manager with six years of product management experience in small start-up business environments. Communicative and collaborative with proven history of improving business operations to support corporate growth and revenue. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Hardworking and passionate job seeker with strong organizational skills. Ready to help team achieve company goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Performance Evaluations
- Client Consultations
- Relationship Development
- Stakeholder Communication
- Project Management
- Decision-Making
- Sales Presentations
- Team Collaboration
- Verbal and written communication

EDUCATION

University of Texas At Austin
Austin, TX • 08/2023

Certificate : Project Management

Oklahoma City University
Oklahoma City, OK • 12/2017

Master of Science: Behavioral Science

University of Central Oklahoma
Edmond, OK • 12/2016

Bachelor of Science: Bachelor of Science With A Minor in French

- President Honor Roll
- Dean's List

Polk State College
Winter Haven, FL • 05/2014

Associate of Arts: General Studies

WORK HISTORY

Apple Inc. - Senior Data Analyst
Austin, TX • 02/2019 - 12/2023

- Improved data accuracy by implementing stringent data validation processes and quality control measures.
- Streamlined data analysis workflows for increased efficiency and faster decision-making processes.
- Partnered with IT teams to ensure seamless integration between databases and analytical tools, maximizing system efficiency across departments.
- Trained junior analysts in best practices for statistical modeling techniques, fostering professional growth within the team.
- Utilized data visualization tools to effectively communicate business insights.
- Translate Data from English to French for Apple Map Users.

Bedlam - Restaurant Manager
Oklahoma City, OK • 08/2014 - 02/2019

- Improved overall customer satisfaction by implementing new service standards and staff training programs.
- Increased restaurant revenue by optimizing table turnover rates and enhancing menu offerings.
- Managed daily operations to ensure a high level of efficiency, consistency, and quality in both food and service.
- Reduced staff turnover rate with effective leadership, open communication, and employee development opportunities.
- Developed comprehensive marketing plans for special events, promotions, and community outreach efforts to boost brand visibility.
- Established strong relationships with local suppliers to secure competitive pricing on quality ingredients without sacrificing taste or presentation.
- Quickly identified problem situations and skillfully resolved incidents to satisfaction of involved parties.

Lake Region High School
Eagle Lake, FL • 05/2010

High School Diploma

- Sally Abernathy Scholarship Recipient
- Honor Graduate

CERTIFICATIONS

Project Management From UT Texas.

- Effectively managed payroll and timekeeping, and paperwork for new hires and terminations.
- Analyzed sales data to identify trends and adjust purchasing decisions accordingly.

LANGUAGES

French

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Native or Bilingual