

## **Miles John Kessler**

678-232-5766 [Mkess711@gmail.com](mailto:Mkess711@gmail.com)

### **Education**

#### **Georgia Gwinnett College**

Lawrenceville, GA

*Anticipated Graduation December 2024*

### **Certification(s):**

Georgia Film Academy: Film and Television Production

### **Skills**

- People Management Skills
- Time Management
- Detail-Oriented
- Microsoft Suite Programs
- Problem-Solving Skills
- Strong Networking Abilities

### **Work Experience**

**Dunwoody Animal Medical Center**      Dunwoody, GA      Sept. 2017- Current

*Kennel Assistant/Kennel Manager*

- Maintain a clean and safe work environment.
- Pay attention to specific handling instructions (medicine, feeding, aggressions, etc.)
- Ability to take care of the customers' needs while following company procedures.
- Make monthly schedules, conduct annual employee reviews, and manage staff.

**Campus Advantage**      Milledgeville, GA.      March, 2021-May 2022

*Community Assistant Manager/Leasing Agent*

- One of the top Sales producers.
- Worked with prospective residents and 400+ unit residents daily.
- Created and hosted monthly resident events.
- Assisted in marketing efforts on and off campus to drive new leases.
- Helped manage the property's social media with daily posts and marketing.

**ProBar**      Annapolis, MD      May 2021-June 2023

*Inventory Specialist*

- Worked in a group to locate and track all school materials within the Dekalb County School system.
- Collected and organized all school books, computers, and equipment.
- Created a map for the district of all technology assets.

