

**Name: Anna Hanna**

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**Experience**

**05.2017 – present: Rich-Tomkins Company, Business Development/ Executive Assistant**

- Support the CEO, President and Vice President of Sales
- Support Outside Sales Team
- Manage co-op funds for 12 brands
- Manage Philly Urban Budget
- Prepare reports in MS Excel
- Prepare PowerPoint presentation
- Coordinate recruitment & hiring process
- Coordinate travel arrangements
- Coordinate business events
- Coordinate Training Center

**06.2016 – 04.2017: Liquid Latex Fashions, Office Manager**

- Answering the phone, taking messages
- Ordering supplies/inventory parts
- Building relationships with our vendors/customers
- Reviewing resumes, interviewing, researching
- Assisting the business owner. Taking care of his schedule, preparing daily reports, scanning, filing
- QuickBooks, MISys

**10.2011 – 02.2013: Data Bank of Engineers, Recruitment & Marketing Specialist**

- Hiring – looking for the best fit for my customers
- Planning promotional activities, developing promotional materials

**03.2007 - 02.2010: Sage, Key Account Manager**

- Supporting the work of the Head of Department
- Building long term relationships with customers
- Organization of conferences and business meetings
- Working with the marketing department at promotional activities
- Representing the company at external events
- Sage Software

## **Education**

2007: The Accountants Association in Poland

## **Additional Information**

### a) Software/Tools

- MS Office (Excel, Word, PowerPoint, Outlook, SharePoint)
- QuickBooks
- MISys
- Sales force
- TeleNotes

### b) Trainings

- MS Excel (Fred Pryor Learning Solution)
- Customer Service Professional (Kalkstein)
- Professional Presentation (Schenk Institute)
- Active Sales (BDP)
- Effective communication and conversations with staff / coaching