

Michael Nuells

Las Vegas, NV 89103

MichaelJNuells@yahoo.com

361-484-7001

Work Experience

Temporary - RSVP Coordinator / Client Relations Administrator (Oaktree Capital Management)

The Career Group - Los Angeles, CA

October 2017 to April 2018

Los Angeles, CA

Temporary - RSVP Coordinator / Client Relations Administrator (Oaktree Capital Management)

- * Responsible for Monitoring 5+ conference-specific email inboxes, organizing inquiries, and tracking nearly 5,000 RSVPs, researching and responding to inquiries, utilizing contact management database, event management system, and general conference guidelines as resources, entering RSVP updates, maintaining contact information and reporting out on registration data via our event management system, etc.

- * Successfully and regularly maintain communication templates for responses to email inquiries, maintain reports for managers, assist operations manager with operational duties pertaining to room accommodations, managing RSVPs at live events, process client organization, account and contact updates in Salesforce, Assist in the testing and client communication campaigns for several key projects, etc.

Temporary - Executive Assistant (Violence Intervention Program)

Randstad Professionals - Los Angeles, CA

October 2017 to October 2017

- * Responsible for supporting the CEO and other department managers in office
- * Successfully assisted with coordinating & planning VIPs annual Halloween Party
- * Regularly handled traditional executive assistant duties, including filing, coping, taking phone calls, managing calendars, etc.

Temporary - Executive Assistant

West Hollywood Chamber of Commerce - West Hollywood, CA

July 2017 to July 2017

- * Responsible for supporting the CEO and Events Manager in office
- * Regularly handled traditional executive assistant duties, including filing, coping, taking phone calls, managing calendars, etc.

Business Manager

AromaSys - Las Vegas, NV

October 2015 to February 2017

- * AromaSys is an environmental scenting organization, who supplies scenting equipment & scents/ fragrances for most of the major national & international casino, hotel, and retail chains, like Caesars Palace, MGM, Lowes, and Thomas Pink. In this wonderful position, I had the pleasure of handling the

below listed tasks and duties, as well head & run the organization's Customer Service Department, Residential Sales Department, help to organize convention/tradeshows booths & attend all conventions and tradeshows as required for the purposes of increasing product and organization awareness, finding new customers & making sales, and managing all customer service related tasks as necessary during these 10,000+ attendees events, etc.

- * Successfully train/lead all new hires in the customer service & administration departments, take on all office manager related duties and responsibilities, monitor & maintain all active company & vendor accounts, enter sales orders, invoices, & process shipments for all customers daily via QuickBooks, regularly focus on company sales lead generations, customer & account research, client sample submissions, etc.

- * Additionally open new customer accounts, maintain customer records & account information via QuickBooks, resolve product & service problems for residential & commercial customers by clarifying & determining issues, figuring out the best solutions to these issues, expediting adjustments, and following up to ensure successful resolutions, help to recommend & decide on products & services additions & updates, etc.

Production Assistant (Part-Time)

Clubhouse News Network - Las Vegas, NV

February 2014 to December 2015

- * Responsible for styling the 10's of talent/news anchors for the webseries, providing every talent/anchor additional insight & knowledge on professional acting techniques, educating on how to properly read and understand acting sides/scripts, acting as lead PA in office and on set for all productions, etc.

- * Regularly and successfully continue to professionally style and reorganize Clubhouse News' full studio and 3 filming sets, set up & breakdown on the filming sets in studio, help script supervise while filming segments, help write and/or edit the news segments/stories for the show, etc.

Office & Events Manager

Allstar Event Services - Las Vegas, NV

January 2014 to January 2015

- * Responsible for managing and leading the planning, coordinating and executing of all Allstar hired live events and promotions throughout the Las Vegas/Henderson Areas, which include numerous live events/projects regularly for many major casinos/hotels on the Las Vegas Strip.

- * Successfully prepare budgets and progress reports for each event, create and send out all event invoices and proposals for each client, manage and create all monthly event calendars, event schedules, and interdepartmental communications pertaining to Allstar and events, and perform all other standard office manager practices and procedures, which include accounting/bookkeeping, preparing company business meetings/conferences, etc.

Office Manager / Assistant Property Manager

SmartStop Self Storage - Las Vegas, NV

June 2011 to December 2013

- * Responsible for leasing storage units to new customers and current tenants, helping to manage the 739 unit facility, marketing to the general public to increase facility occupancy and rentals, greeting all customers and tenants in store and by phone, answering all incoming calls, returning all calls as necessary, as well as making weekly collection calls to all tenants, receiving and responding to all company related emails to customers and tenants, maintaining merchandise sales and percentages, etc.

* Regularly help to maintain facility cleanliness with daily/weekly cleaning of front and back offices, facility hallways, storage units, elevators, and bathrooms, facility parking lots and leasable RV/Car parking spaces, etc.

Orientation Coordinator

Northwood University - Cedar Hill, TX

April 2009 to May 2011

* Responsible for developing and running the summer 2009 and 2010 Orientation Sessions and the August 2009 and 2010 Squire Camp Events for the incoming freshman and transfer students.

* Successfully ran the August 2009 and 2010 Squire Camp events for the 100+ students that attended and managed the 10+ Orientation Leaders who helped out.

* Responsible for running all 2009 and 2010 Winter Transfer Orientation Sessions for Northwood's incoming transfer students.

Program Leader

YMCA of the Golden Crescent - Victoria, TX

September 2006 to March 2009

* Successfully ran an afterschool program for 80+ children during the 2006-2008 school years, and summer camps for 120+ children during the 2007-2009 summers.

* Regularly managed 20+ full and part time employees during the 2006-2009 school years and summers.

* Responsible for regularly planning events and activities for the children and families enrolled in our programs for entertainment purposes, to maintain their interests in our programs, and to increase enrollment percentages.

Education

Bachelor's Degree in Business Management and Minor in Economics

Northwood University - Cedar Hill, TX

Associate's Degree in Business Administration

Victoria College - Victoria, TX

H.S. Diploma

Memorial High School - Victoria, TX

Skills

Customer Service, Inside Sales, QuickBooks, RECEPTIONIST, RETAIL SALES, Cvent, Salesforce, Office Management, Microsoft Office, Sales, Inside Sales, Communications, Organizational Skills, People Person, Multi-Tasking, Business Management, Management

Additional Information

Skills

➤ Quickbooks, Salesforce, Cvent, Microsoft Office, Customer Service, Inside Sales, Communication, Organization, Multi-Tasking, Management, People, Etc.