

AMIRREZA TOSI

25626 Dabner Dr. Chantilly VA, 20152 | (703)-869-5797 | amirzatosi@aol.com

SUMMARY

A dynamic, technical, and achievement-orientated professional with a solid understanding of business processes, including procurement, budgeting, and internal controls. Focused on delivering effective outcomes while encouraging professionalism, growth, and teamwork.

PROFESSIONAL EXPERIENCE

Senior Marketing Consultant | Strasburg Royal Consulting LLC

July 2017 – Present

- Overseeing and developing marketing campaigns conducting research and analyzing data to identify and define audiences.
- Devising and presenting ideas and strategies promotional activities by maintaining websites and looking at data analytics.
- Compiling and distributing financial and statistical information.
- Managing campaigns on social media.

Insurance Agent/Sales | Bankers Life and Colonial Penn

January 2017 – Present

- Passed licensing exams for Life, Health, and Annuity Insurance sales for the state of Virginia
- Prospected potential clients through phone calls, door knocking, and self-marketing
- Maintain Producing Agent title by making frequent sales and maintaining midline commission statistics

Business Administrator | Life Time Athletic

April 2015 – December 2016

- Streamlined productivity by reducing labor cost by 27.5% over a span of six months.
- Provide high-level administrative and customer support to both members and employees; utilizing attention to detail and organizational skills to support day-to-day operations.
- Process member and employee paperwork, including membership changes and end-of-month paperwork necessary for new monthly billing cycles.
- Reconcile cash drawer and make daily deposits; manage, interpret and research profit and loss variances.

Administrative Assistant | Global Remodeling Inc.

January 2014 - April 2015

- Managed communications internally and to clients, including leading consultations, creating invoices, and estimates provided by contractors.
- Maintained steady communication with all customers and provide high-level administrative and customer support.
- Assisted with client acquisition, ensured quality service to current clients, and spear-headed ongoing connectivity.

Assistant Manager | Laser Tag Group LLC

October 2011 - January 2014

- Managed the on-boarding process of new employees, responsible for all personnel decisions: hiring, benefits, training, counseling, & corrective actions
- Completed & verified bi-weekly payroll and expense reports, prepared financial reports and managed operational budget

CORE COMPETENCIES

Client Acquisition, Engagement, and Retention

Business Analysis, Processes, and Communication

Microsoft Office Suite & Microsoft Dynamics

Order purchasing and order management

Team leadership, management, and growth

Managing campaigns on social media.

ADDITIONAL SKILLS

Fluency in English and Farsi