



SAMUEL LEVINE

RESUME


PERSONAL PROFILE

Motivated to constantly develop others. Helping business leaders enjoy their life & business. I am confident in my ability to do the hard work needed. It would be an honor to be able to serve and help in this capacity.

CONNECT

 thesamuellevine

 /samuel-levine

 @thesamuellevine

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EDUCATION

Liberty University
Business and Finance

(Currently pursuing my Masters
at Williamson College)

RECENT WORK EXPERIENCE

Octive Holding Company, CEO

Jan 2015 - CURRENT (Company able to run on it's own. I want to do work I am passionate about)

- Maintained and organized projects for growth.
- Running, managing and growing business affairs and relations.
- Monitored ongoing marketing campaigns.
- Monitored press coverage on different platforms.
- Create and managed teams.
- Run sales funnels and cycles.
- Manage marketing and social platforms.
- Create apps, websites, and other marketing materials.
- Color and customer psychology
- Human resources management
- Plan, develop, implement and direct the organization's operational and fiscal function and performance.
- Act as a strategic partner by developing and implementing the company's plans and programs.
- Analyze and make recommendations on the impact of long-range growth initiatives, planning, and introduction of new strategies and regulatory actions.

(ETC Experience)

The Samuel Levine Show, Tv Show Host

JAN 2019 - CURRENT

- Handling press, online presence, and various social media accounts.
- Self-care and body transformation for appearance.
- Preparing scripts, outlines, and content for the show.
- Worked with producer and creative team.
- Discuss various topics over the telephone with viewers or listeners.



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Hope Fest, Executive Assistant

NOV 2016 - AUG 2017

- Answer phone calls and direct calls to appropriate parties or take messages.
- Greet visitors and determine whether they should be given access to specific individuals.
- Meet with individuals, special interest groups and others on behalf of executives, committees, and boards of directors.
- Review operating practices and procedures to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.

Unified Services- Executive Assistant

JAN 2010- 2016

- Answer phone calls, emails, and text messages.
- Direct calls to appropriate parties or take messages. House and staff management.
- Arrange luxury travel and business affairs.
- Meet with individuals, special interest groups and others on behalf of executives, committees, and other high profile people.
- Review operating practices and procedures to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
- Plan future calendar and manage daily, weekly, monthly and yearly tasks.



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Heaven Fest , Operations Officer

JAN 2008 - 2010

- Directed vendors and coordinated teams
- Collaborated with the CEO in setting and driving the organizational vision, operational strategy, and hiring needs.
- Translate strategy into actionable goals for performance and growth helping to implement organization-wide goal setting, performance management, and annual operating planning.
- Oversee company operations and employee productivity, building a highly inclusive culture ensuring team members thrive and organizational outcomes are met.
- Ensure effective recruiting, onboarding, professional development, performance management, and retention.
- Adhere to company, federal, state, and local business requirements, enforcing compliance and taking action when necessary on team members
- Assist in promotional mailings

SKILLS

- **Over 10 years of celebrities/high profile experience**
- **Over 10 years of event production experience**
- **Over 5 years of intermediate IT experience**
- **Over 7 years leading teams and projects**
- **7 years of creative experience**
- **10 years of sales and marketing experience**
- **4 years of CEO experience**
- **10 years as an executive assistant**
- **10 years of project management and operations experience**



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SKILLS

- **Over 10 years Outlook and Microsoft suite experience**
- **8 years of international travel experience**
- **Willingness to travel 100% of the time**
- **Detail-oriented and ability to multitask**
- **12 years of technical experience (including) Computer setup, Google Docs, HubSpot, Dell, Apple, and Windows experience, Asana, Keynote, Canva, Adobe, Apple Podcast.**
- **12 Years of large event planning (40,000 people) and project management**
- **Social media and E-commerce sales**
- **11 years of luxury family and housekeeping management**
- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results
- Sales cycle creation, modification, and implementation
- Technical and software knowledge
- Self-disciplined
- Marketing and sales
- Brand awareness
- Web Design
- Graphic design
- Google, Microsoft, Hubspot, and Apple software
- Mailchimp, Buffer, Hootsuite, Wix, Wordpress experience
- B2B Sales



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SKILLS

- Creativity
- Customer analysis
- Travel
- Health and nutrition discipline
- Confidence, energy, and dedication to perform.
- Creative insight.
- Leading teams and on-boarding and letting-go
- Public speaking
- Self-care development
- Business consultant
- Life consultant
- Public relations
- Writing
- Many different business and sales software
- Time management and discipline
- Leading teams and projects
- Body language and sales techniques
- CRM systems
- Data and analytics analysis



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COVER LETTER

Hello, it would be such an honor to work for this company. As a former CEO, I understand the hard work and persistence required for this position. I have had a wide range of experience in multiple industries. This is why I would work with diligence, excellence. With an advancement atmosphere while serving in this capacity. I love the nature of honor and serving to the best of my ability. I have a passion for being excellent in what is before me. I'm passionate about productivity and working to produce results throughout my day. It is my joy to make an impact on other people's lives. I know if I was brought on as a team member, I would play an active role in taking the company's team and business ventures to a new level. I enjoy being with people and growing companies in strategic advancements for extraordinary results and helping leaders enjoy their life and business. To be apart of your team would be a true honor and a great pleasure.

Thank you for your consideration. Have a great day.



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MEDIA EXPERIENCE

It would be such an honor to work with you.

Some of my previous work includes working with

1. PBS (commercial)
2. CBS (tv show with Paul Wesley and Odette Annable)
3. The soon to be Netflix original movie " A Week Away" with Bailey Madison and Kevin Quinn (coming out soon)
4. Fed Ex (commercial)
5. Cracker Barrel (commercial)
6. Dollar General (commercial)
7. Proctor & Gamble (commercial)
8. Old Spice (commercial)
9. Dawn (commercial)
10. Febreze (commercial)
11. Gillette Secret (commercial)
12. Postmates (commercial)
13. As well as six other commercial prints