

ANDI CONNER MBA

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PROJECT MANAGER, ADMINISTRATIVE, GRAPHIC & WEB DESIGNER

An entrepreneurial--spirited creative with a business edge focus, global mindset, and proven ability to deliver results that align client visions with business goals. A dynamic and versatile professional with a "client--first" approach, dedicated to 100% client satisfaction. Seeking an opportunity to be integrated into the Company's team, where I will be able to learn and share my gifts, talents and experience.

- Portuguese (Fluent)
- Spanish (Fluent)
- Client Need Assessment
- Digital Marketing
- Project Management
- Accounting, Payroll
- Due Diligence
- Customer Service
- Problem Solving

Software & Technology Expertise: Adobe Creative Suite, Photoshop, Illustrator, InDesign; Dreamweaver, Acrobat; HTML/XHTML; CSS; Mac OSx; Microsoft Office – Word, Excel, Powerpoint, Outlook; WordPress; QuickBooks; MailChimp; Constant Contact; Asana; Trello; EDI Systems (SPS Commerce Fulfillment).

PROFESSIONAL EXPERIENCE

Digipower USA, Orlando, FL ***Office / Operations Manager***

Jan 2018 to Present

Overseeing the day-to-day operations making sure that the office runs smoothly. Identifying potential problems and points of friction and working to find solutions in order to maximize efficiency and revenue.

Organization and the ability to multitask to complete a wide variety of tasks such as:

- Accounts payable and receivable (QuickBooks);
- eCommerce fulfillment, working directly with the largest retailers and distributors in the automotive aftermarket industry such as AutoZone (EDI system - SPS Commerce Fulfillment), Amazon and Summit Equipment Racing (B2B vendor portal);
- International and Domestic Sales;
- Inventory management (QuickBooks);
- Purchaser. Responsible for purchasing from a variety of international and domestic suppliers;
- Customer service and tech support;
- Event Management (SEMA Show and local events);
- Digital Marketing (website, email marketing, social media)
- ADP Payroll System;

InSPAration MANAGEMENT, Daytona Beach, FL ***Graphic & Web Designer***

Feb 15th . 2016 – Aug 2017

Develop brand and corporate identities, websites, advertisements and marketing collateral for clients in the Medical and Aesthetics industries ensuring successful positioning for their businesses and ensuring visitor--friendly UI of web resources.

ANDI GILBERT PHOTOGRAPHIC, Port Orange, FL ***Owner | Freelance Photographer, Graphic & Web Designer***

2012 - 2020

Work with a diverse portfolio of clients to create customized experiences and innovate consistent print and digital communication solutions that drive targeted community engagement and increased impressions.

Project Highlight 1, USTA Florida 2015

- Unified the visual communications and educational material of new youth tennis progression pathway that simultaneously reached and was well received by multiple targets.
- Created content for organization to use in local and statewide markets

Marketing Collateral & Publications, Envision Dental 2015

- Built rapport with new client by building open communication channels, providing quick turn--around times, and delivering unique and innovative designs.
- Implemented marketing strategy and produced collateral structured around a consistent brand message leading to new clients in local and online markets.

LIONBRIDGE GLOBAL SOURCING SOLUTIONS, INC. Port Orange, FL 2014-2015***Internet Assessor***

Provided consulting on internet content quality in accordance with client guidelines and scoring criteria in project geared towards optimizing the internet user experience.

Internalized client 200 page quality evaluation guidelines to effectively apply principles to assessments.

SCM INTERNATIONAL CORP., Miami, FL**2011-2013*****Logistics Manager***

Oversaw US operations of Brazil--based logistics corporation. Interfaced with clients to implement cost--saving strategies that aligned with business goals and resources. Served as first point of contact for clients regarding all aspects of inventory management including sourcing, invoicing, and payments. Built relationships with suppliers to ensure optimal pricing in addition to accurate and timely deliveries.

- Negotiated significant discounts on merchandise through in--depth market research.
- Established brand loyalty with portfolio of clients leading to \$180K in annual sales.

MEETING DYNAMICS, INC. Hollywood, FL**2004-2006*****Events Project Manager***

Spearheaded the end--to--end management of high--quality, large--scale engagements and ensured 100% client satisfaction through extensive planning & research, consistent & open communication, and selection of the highest quality of supplies, venues, and staff within the client's budget.

- Caterpillar Latin America: Oversaw organization's presence at Conexpo 2005. Mobilized team of 15 to execute all travel and living arrangements for 350 foreign guests through 7 day, multicity event. Ensured 24/7 bilingual concierge service availability.
- Cardinal Health: Coordinated multi--location meetings for health industry client including all attendee arrival and departure planning.

Prior experience includes work in logistics as an Air Freight Specialist for Bringer Corporation (Miami, FL) and in sales as an International Account Executive for New Era Sound, Inc. (Miami, FL).

EDUCATION & CREDENTIALS

Real Estate Agent Licensee, September 2017 License# SL3398309

Graphic Design Certificate, Broward College, Florida 2013

MBA, Enterprise Resource Planning, Pontifícia Universidade Católica do Paraná, Brazil

BBA, Universidade Federal do Paraná, Brazil