

CAROLINA RIZK

CONTACT

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SKILL HIGHLIGHTS

Operations Management

Communications

Organizational Skills

Public Relations

Patient Concierge Services

Presentations

Strategic Management

Communication Skills

Social Media

Customer acquisition

Microsoft Office (Word, Excel, Power Point)

LANGUAGES

English (Fluent)

Spanish (Native Speaker)

Portuguese (Good)

SUMMARY

A dynamic professional with 10 years generating and building relationships, managing projects from concept to completion and coaching individuals to success. Meticulous professional who excels at juggling multiple tasks and working under pressure. Detail oriented and driven with expertise in problem solving and managing daily business functions while developing strategies that further establish organizational goals.

EXPERIENCE

Manhattan Facial Plastic Surgery

2010 – Present

Business Development

Focus on creation of long-term value for the business. Sustain competitive advantage via staff training and digital marketing. Decrease cost while increasing customer satisfaction.

- Build and maintain relationships with key contacts such as referral sources and potential partners in order to get access to new opportunities.
- Follow-up communications with patients and sales representatives.
- Direct meetings and produced presentations.
- Suggest improvements in business strategies based on customer feedback mechanisms.
- Represent the company at conferences, meetings, and industry events.

EDUCATION

Columbia Engineering

Certificate, Full Stack –Coding Boot Camp

(Completed April 2021)

Grand Canyon University

BS, Entrepreneurial Studies

(Graduated with honors 2020)

President's list.

Dean's list.

Delta Mu Delta.

National Society of Collegiate Scholars-Leadership.

Columbia Business School in collaboration with Emeritus

Certificate, Digital Marketing: Customer Engagement, Social Media, Planning and Analytics

(Completed September 2020)

BMCC

Associate Degree in Liberal Arts

(Graduated with honors 2011)