

# HALEY MAZEN

## CONTACT



704-989-7149



haleyhaberman@gmail.com

## EDUCATION

### PROVIDENCE HIGH SCHOOL

High School Diploma

Graduated 2013

## SKILLS

Written and Oral Communication

Customer Service

Organization

Gusto

Canva

Task Management Software

CRM

Microsoft Office

G-Suite

Automation Buildout

Payroll

Website Building

**REFERENCES AVAILABLE  
UPON REQUEST**

## SUMMARY

I am an experienced business manager and executive assistant skilled in organizing, scheduling, proactivity and taking initiative. I have excellent oral and written communication skills, thrive in a fast-paced environment and possess strong interpersonal skills. I am looking to make my customers or clients' lives easier by using my proficiency in business management and organizational skills to plan and prioritize work assignments and complete special projects.

## EXPERIENCE

### ONLINE BUSINESS MANAGER

The Assist VA LLC – Remote

**May 2021-September 2023**

- Coordinated schedules for CEOs and Executive Directors
- Oversaw successful execution of product launches.
- Managed correspondence, encompassing drafting and typing of emails, memos, and presentations.
- Proactively identified and resolved conflicts while analyzing and implementing preventative solutions to mitigate future issues
- Managed invoice tracking and streamlined payroll processing
- Aided in addressing incoming support inquiries
- Developed and executed standardized operating procedures leveraging expertise in operational challenges.
- Crafted compelling copy for promotional emails, newsletters, website content, and blogs.
- Oversaw and administered multiple CRM programs across diverse client portfolios
- Managed conference calls, noting action items and ensuring timely follow-up. Efficiently organized and prioritized tasks for internal and external stakeholders, consistently meeting deadlines
- Efficiently coordinated all aspects of travel, including flights, hotels, and local transportation. Provided detailed itineraries for seamless experiences, occasionally assisting leader's associates and external partners

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## EXPERIENCE (CONT.)

### SALE REPRESENTATIVE

Tryon Distributing – Charlotte, NC

**January 2019 – September 2021**

- Conducted store visits to replenish inventory and boost sales through promotional efforts
- Orchestrated and executed sales events
- Achieved and surpassed Key Performance Indicators

### EVENT COORDINATOR

Elegant and Classy Events – Mooresville, NC

**March 2018 – January 2019**

- Coordinated and executed diverse internal and external events, securing venues, managing logistics, overseeing meeting set-up, and arranging necessary vendors.
- Orchestrated event details, including floral arrangements, decor, and floor plans, to align with client's vision.
- Streamlined vendor coordination by initiating contact, gathering essential details, and creating detailed event timelines.
- Provided impeccable white glove service to guarantee client satisfaction and elevate event experiences.