

# Celine Aronov

Sales and Marketing Executive Assistant

Phone: 413-212-8005  
Email: celine.aronov@gmail.com

## EDUCATION

- **Western Governors University** Salt Lake City, UT  
*Bachelor of Science Business Administration*  
*Minor in Information Technology Management*  
*Expected Aug 2026*

## EXPERIENCE

- **Florida Eye Specialists & Cataract Institute** Brandon, FL  
*Physician Liaison*  
*March 2023 - Present*
  - **Marketing:** Survey local primary and specialty care physicians to increase the number of referrals to our facility. Meet with local physicians to promote our facility's services and grow our referral network. Grow and maintain physician relationships to ensure longstanding partnerships. Report to the Director of Marketing on progress in building referrals and managing physician relationships.
- **Maxim Healthcare Services** Tampa, FL  
*National Recruitment Manager*  
*March 2022 - March 2023*
  - **Recruitment:** Maintained an open line of communication between the business and the candidate to ensure the needs of both sides were met. Negotiated salary, benefits, and stipends to ensure an acceptable company profit margin. Monitored employee performance during their assignment. Responsible for overseeing payroll, conflict resolution, communication, and employee retention.
- **ChenMed** Tampa, FL  
*Membership Growth Consultant*  
*May 2021 - Sep. 2021*
  - **Sales:** Generated sales leads and memberships with senior citizens in the community. Planned, coordinated, and executed local events within the community to spread brand awareness. Built and maintained relationships with insurance brokers, agents, health-care providers, and other third-party vendors.
- **Total Insurance Brokers** Tampa, FL  
*Medicare Sales Agent*  
*May 2020 - April 2021*
  - **Sales:** Answered product and/or service questions; suggested features and benefits about Medicare products and services. Completed all necessary paperwork and documentation in accordance with Case Management Services and Center for Medicare Services (CMS) guidelines.
- **Tijuana Flats** Tampa, FL  
*Shift Manager*  
*Sep. 2016 - Feb. 2020*
  - **Management:** Created and improved daily operational plans, including production schedules and optimized task flows. Planned production schedules for each quarter and maintained the store budget. Tracked employee production rates, company needs, and seasonal changes.
- **Cares Home Healthcare** Tampa, FL  
*Executive Assistant*  
*Oct. 2014 - Feb. 2016*
  - **Management:** Created and updated physical records and digital files to maintain current, accurate and compliant documentation. Maintained office supply inventory by monitoring stock and ordering new supplies as needed. Maintained durable medical equipment orders and inquiries to ensure timely delivery to the patient. Coordinated schedules between physicians and executives.

## SKILLS

- **Technical Skills:** Microsoft Word, Excel, PowerPoint, Outlook, Salesforce, Workday, Canva, ADP
- **Relevant Skills:** Strong communication, Attention to detail, Organization, Critical thinking, Time management, Problem solving, Analytical thinking, Multi-tasking

## CERTIFICATIONS

- **Florida Notary Public:** HH 183375 - October 2025
- **Certified ScrumMaster (CSM):** 1659176 - September 2024

