

Mia Di Taranto

22 Woodrow Rd * Kendall Park, NJ 08824 * (310) 405-5836 * miasavestheday1@gmail.com

SUMMARY OF QUALIFICATIONS

- ◆ Proven success planning and directing executive-level administrative affairs and providing support to senior management.
- ◆ Exceptional interpersonal skills. Adept at building strong relationships with a diverse range of clients, coworkers, management, and vendors.
- ◆ Organized and meticulous, with excellent written and verbal communication skills.
- ◆ High attention to detail and able to prioritize, problem solve, take initiative, and complete, and manage multiple projects simultaneously.
- ◆ Quick learner, adapting easily to new protocols and changing environments.
- ◆ Hard worker, timely, honest, reliable with an upbeat, outgoing and positive attitude.

PROFESSIONAL EXPERIENCE

UPROXX (acquired by Warner Music Group), Los Angeles, CA

Office Manager/Executive Assistant, January 2016 – April 2022

- Provided administrative and business support to the President and senior staff members of the company.
- Maintained the President's calendar, and daily schedule, as well as booked and managed travel, lodging, reservations, and expenses.
- Managed a variety of office related tasks, including but not limited to: greeted our guests, answered telephone calls, responded to emails, coordinated parking, and handled office supplies, mail delivery, and orders.
- Created presentations using Powerpoint.
- Assisted accounting with invoicing and payment collection.
- Managed event planning, and coordinated holiday parties, office birthday celebrations, and company outings.

The Gourmandise School of Sweets & Savories, Santa Monica, CA

Weekend Office/Retail Manager, June 2017 – October 2017

- Opened and/or closed the school/storefront according to company procedures.
- Prepared and received all guests and students coming in for classes.
- Monitored and handled all inquiries that came in via phone, email and walk-ups.
- Created and supplied weekly reports using Excel.

Adlinkr, INC, New York, NY

Director of Business Development, January 2009 – December 2016

- Identified/closed new business with target companies in a startup company while achieving/surpassing quarterly revenue targets.
- Maintained effective relationships with existing partners while growing their accounts.
- Communicated ongoing contact/sales activities through pipeline reports and updates.
- Represented company at trade shows and seminars, obtaining great leads and new business per event.

DCS Marketing, INC., New York, NY

Director of Business Development, August 2007 – December 2008

- Established and maintained new and existing corporate accounts in an online marketing startup company.
- Built, developed and managed a network of customers.
- Tracked, monitored and analyzed monthly sales performance data.
- Networked extensively throughout the business community at industry trade shows, obtaining great leads and new business per event.

VOLUNTEER EXPERIENCE

Amanda Foundation, Beverly Hills, CA

Volunteer, November 2014 – December 2016

- Cleaned dog kennels and cat areas.
- Performed daily dog walking and training and enrichment to resident dogs.
- Bathed dogs.
- Met and spoke with potential adopters.
- Educated owners about proper pet care.
- Placed animals in loving homes.

EDUCATION

New York University, New York, NY 2001

Bachelor of Science in Communication with a minor in Psychology

COMPUTER / TECHNOLOGY SKILLS

Proficient in PC, MAC, Microsoft business applications, Google suite, as well as technology systems (printers, computers, phones etc.)

HOBBIES

Yoga, meditation, working out, traveling (both in the country and abroad), hiking with my dog and cooking