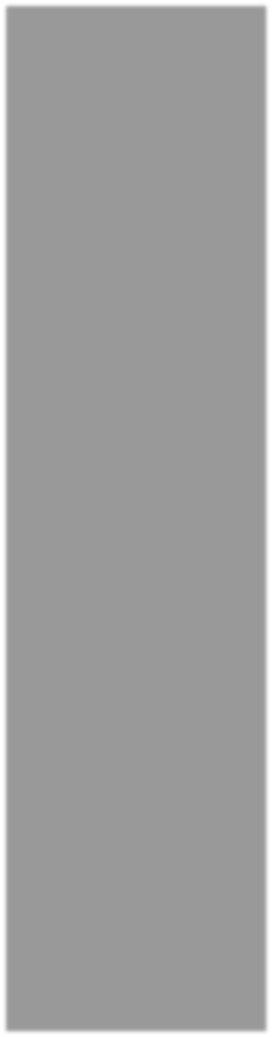
# WILLIAM



MICHELE SKILLAS

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## ABOUT ME

Focused and creative professional, with an optimistic and fun nature, with an energy to lead and manage initiatives and projects. Recognized for working collaboratively with team members, contributing to organizational business objectives while setting and achieving ambitious goals. Excited to continue a reputation for excellence in management and leadership settings for an organization in need a self-starter that is passionate, inspiring, and tireless.

**SUMMARY ATTRIBUTES**

Leadership and Management Experience

Effective Relationship Builder

Resilient Under Pressure

Strong Communication Skills

Ambitious and Goal Oriented

Natural Curiosity and Creativity

Dependable, loyal, and ethical

Microsoft Office Proficiency

## EDUCATION

**Georgia State University**

(Atlanta, GA)

Bachelor of Science, Sociology

2018

**Georgia State University**

(Atlanta, GA)

Associate of Science, Biology

2014

Analytical, Optimistic, Creative Professional

### RECENT PART-TIME WORK HISTORY

**K2 Living** (Atlanta, GA) Property Manager 2017 – Present

* *Coordinated maintenance on properties which included: evaluating issues, collecting estimates from contractors, scheduling work, answering tenant calls, AR/Payables.*

### ADDITIONAL WORK HISTORY

**Camp Kudzu** (Atlanta, GA) Counselor 2010 – 2016

*Oversaw multiple children, ages 7 to 15, with Type 1 Diabetes (T1D), leveraging skills in creative planning and organization, group teaching and facilitation, and 1:1 mentorship.*

* Entrusted to manage all diabetic and other basic medical needs of up to 14 children
* Provided valuable instruction and education on the day-to-day management of T1D
* Collaborated with campers to mediate and resolve a variety of challenges
* Executed a wide range of activities to teach concepts of leadership, teamwork, and communication; activities included ropes courses, talent shows, and horseback riding

**Eagle Parking** (Atlanta, GA) Lot Manager 2013 – 2015

*Managed fast-paced valet parking facility with approximately $2M in lot infrastructure inventory, utilizing skills of adaptability, customer service, and communication.*

* Quickly built trust and reputation with clientele to earn loyalty and referrals
* Established practices of efficient and accurate communication with team members
* Troubleshot scheduling conflicts, financial discrepancies, and customer requests

**Best Buy** (Atlanta, GA) Sales Consultant 2011 – 2013

*Provided comprehensive customer support, using knowledge of store and products, coupled with an unyielding determination to educate and create solutions for guests.*

* Ranked among top performing floor associates, consistently exceeding sales goals
* Skillfully elevated sales, using dialogue, product expertise, and credibility
* Effectively resolved client concerns, using broad product and service solutions

**Hollister Company** (Alpharetta, GA) Customer Service 2009 – 2011

*Gained invaluable customer service experience, learning to provide positive and informed shopping experience for each visiting patron.*

* Greeted and directed customers, ensuring a pleasant and efficient visit
* Responsive and attentive to questions, concerns, and support as needed
* Listened, validated, and resolved numerous questions with quick analysis and insight
* Reviewed and discussed customer requests and suggestions with management