Michael Charles Marsh

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(772) 925-4714
2 Vista Palm Lane unit 104
Vero Beach, Florida 32962

Objective

A position allowing for parlay of demonstrated organization, customer service, communication, and interpersonal skills proven by years of successful, gainful employment.

Skills Summary

Office Management	Computer Savvy	Front-Office Operations
Report Preparation	Customer Service	Overseen Employees
Written Correspondence	Scheduling	
General Office Skills	Marketing	

Professional Experience

Communication: Presentations & Technology
Rapidly learn and master varied computer programs; recently completed Microsoft Office course.

Customer Service, Marketing, Problem Solving
Oversee front-office operations and provide impeccable customer service.

Detail Mastery & Organization
Manage all aspects of day-to-day operations at the Student Affairs Office at Indian River State College

Professional Affiliations

Indian River County PTA President, 2022-2023

Team Success Enterprises, Inc. Founder and President, 2018-2024

Team Success Enterprises, Inc. Executive Director, 2024-Present

Metropolitan Planning Representation for the Indian River County School District, 2021-2022

Racial Equity Chair for the Continuum of Care at Treasure Coast Homeless Services Council, 2024-Present

Employment History

The Chesnutt Law Firm- Vero Beach, Florida
Paralegal: 2022-Present

Phoenix Rising Wellness Center- Vero Beach, Florida
Case Manager: 2019-2022

Kay Jewelers- Vero Beach, Florida
Certified Diamontologist: 2014-Present

Falasiri Fine Oriental Rugs - Vero Beach, Florida
Inventory Specialist: 2013-2015

Indian River State College – Fort Pierce, Florida
Institutional Aide 2011-2013

Steinmart – Vero Beach, Florida
Customer Service & Merchandising: 2007-2009

Education

FLORIDA ATLANTIC UNIVERSITY- BOCA RATON, FLORIDA
Master's in Business Administration, 2015 GPA: 3.5

INDIAN RIVER STATE COLLEGE- Fort Pierce, Florida
Technical Certificate in Business Management, GPA: 3.9

INDIAN RIVER STATE COLLEGE – Fort Pierce, Florida
Bachelor of Arts and Sciences, 2012 GPA: 3.89/4.0

INDIAN RIVER STATE COLLEGE – Fort Pierce, Florida
Associate's Degree in Paralegal Studies, 2010 GPA: 3.88

INDIAN RIVER STATE COLLEGE – Fort Pierce, Florida
Associate's Degree in Criminal Justice, 2009 GPA:3.87