

Michael Charles Marsh

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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
Report Preparation
Written Correspondence
General Office Skills

Computer Savvy
Customer Service
Scheduling
Marketing

Front-Office Operations
Overseen Employees

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