

Education

Kutztown University, BS
Psychology

Years of Experience

16

Areas of Expertise

Office and Business
Management
Corporate Strategy
Human Resources
Corporate Policy
Corporate Compliance

Hobbies and Interests

Florist Design
Camping / Time Outdoors
Spending time with family
Sports, especially basketball

Work Experience

Mrs. Mullin has over 16 years of experience in sales and management. Based on her experience, Mrs. Mullin understands all aspects in the functionality of operating a successful business while optimizing profitability, and the significance of building relationships with colleagues as well as clients, all while maintaining the stability and reputation of the company by complying with legal requirements.

Jones Engineering Associates

Executive Vice President & Treasurer. Oversight of all Corporate Operations to assure peak performance. Continued management of all aspects and overall direction and operation of the company. Profit analysis to assure high levels of success in all market sectors. Development of Corporate Policy Handbook and ensures Corporate Compliance of the firm in both outside regulatory and legal requirements as well as internal policies and bylaws. Current processes evaluation initiating high-level adjustments to improve productivity when appropriate. Work with the CEO to oversee high-level revenue plans, attendance and participation in Corporate and Board of Director meetings.

Head of Office Operations. In control of managing all aspects in the overall direction and operation of the company; most importantly, ensuring company growth and profitability through human resource management and staff production. Responsible for identifying and targeting areas in which the company can improve operation and ensuring daily operations run smoothly and as efficiently as possible. Responsible in the preparation of budgets and expenditures. Produce and review all invoices. Monitor revenue margins, implementing guidelines for employee reviews, recruitment and promotion.

Executive Assistant. Responsibilities included answering and directing phone calls, set up and organization of all project files, both in electronic and hard- copy format. Maintained supplies inventory, and ordered materials as needed. Greeted clients and visitors to the office. Managed reception area to maintain a professional image. Resolved administrative problems. Contributed to team effort by accomplishing related results as needed. Carried out administrative duties such as filing, scanning, copying etc. Edited and updated various spreadsheets.

Target Corporation Supervised both Electronics and Seasonal departments. Drove sales performance by counseling, training and coaching team members on ways to increase sales. Balanced the needs of multiple guests simultaneously in a fast-paced retail environment. Held team members accountable for achieving brand, productivity standards and performance goals. Built and maintained an effective relationship with peers and upper management. Educated team members to have full product knowledge. Tracked and monitored inventory to effectively comp department sales.

New Jersey Bride Magazine Assisted with the production of editorial photoshoots including story board planning, floral preparation, logistics, model casting and creative design for seasonal issues. Collaborated with lead photographer concerning overall shoot setting and implemented fashion choices to maximize.

Marrazzo's Manor Lane Florist & Garden Center

Retail Manager. Responsible for merchandising the floral shop by analyzing sales numbers to increase profitability. Collaboration with floral and web designers to create promotional materials and marketing campaigns print and on social media. In charge of the facilitation of weekly meetings with owners on performance, goals and initiatives by analyzing sales performance, inventory and trends within the business. Responsible for planning workshops, classes and interactive events for exposure to the company's different departments and to bring in new customers. Trained all new store employees on systems, customer service, merchandising and basic floral knowledge.

Lead Designer & Event Specialist. Built exceptional rapport with a variety of suppliers and venues to have as reliable resources in a highly competitive industry. Organized staffing for special event delivery, setup and breakdown. Consulted with potential clients and composed contracts. Executed designs on location for events as well as photoshoots. Coordinated deliveries of specialty flowers for events with consideration to production timing and freshness. Worked with wholesale suppliers on forecasting buys for holidays and season. Created a cost calculator for all designers that factors in cost of supplies, labor and margin to ensure profitability.