

J. Mitchell Saadi

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PROFESSIONAL EXPERIENCE

SBDC Incubator

Marketing/Social Media/PR Intern

February 2014 – May 2014
Philadelphia, PA

- Assist start-up companies with various marketing projects
- Assist start-up companies with market research
- Evaluate, develop, and assist in implementing a social media strategy for small businesses
- Submit press release to local media and online media outlets
- Write press releases and other materials for small business owners and Incubator program

Moe's Southwest Grill

Assistant Manager

January 2011 – March 2014
Wyomissing & Exeter, PA

- Supervised two 90-seat fast-casual restaurants, specializing in Mexican-American style cuisine
- Initiated employment as a new crew member, promoted to shift manager after the first year, and then to assistant manager 6 months later
- Evaluated and executed produce inventory and sequential truck orders
- Balanced register drawers and calculated end of day deposits out of daily sales revenue ranging from \$2,500 to \$5,000
- Conducted interviews with three prospective employees, hired one of those applicants
- Trained company mission and vision through 20-25 employees throughout my employment

Erodr, Inc

Campus Representative

January 2013 – December 2013
Philadelphia, PA

- Assist in marketing and promotional techniques for a new social networking application targeting Temple University students
- Develop strategies to increase product users that led to over 600 active users of the application within the first three weeks
- Address potential users personally via hand-demos, merchandise distribution, and social events

EDUCATION

Temple University

Bachelor of Business Administration, Graduation: May 2015
Major: Marketing

Philadelphia, PA
May 2015
GPA: 3.68

Dean's List: Fall 2013

LEADERSHIP & ACTIVITIES

- Dean's List, Reading Area Community College: Fall 2011, Spring 2012
- Participant, Relay for Life: June 2009- present
- Christian Basketball Camp: July 2009- July 2012
- "Just Claim It" Youth Leadership Conference: March 2007

SKILLS & INTERESTS

- Skills: Microsoft Office: Word, Excel & PowerPoint
- Interests: Baseball, Drawing & Painting, Guitar, Biking, and Music