

# Na'ndi Samone

## *Malachite Academy & Marketing Services*

Are you a small business owner, aspiring entrepreneur, or non profit business organization in need of marketing and administrative assistance? Or know someone who's looking for help? Kindly visit my website!



### New Business Owner?

If you are unsure how to legally register your business, need help managing day to day customer interactions, looking to develop your brand/logo, need a quick website revamp, marketing material, or just need a bit of administrative assistance we have packages designed just for you, visit our website!

### Expertise Level

- Website Maintenance
- Graphic Design (Canva)
- Bilingual
- Virtual Assistant



### Education

- ◆ 2013-2017  
University of Wisconsin -  
Whitewater  
800 W Main St., Whitewater WI

### Contact Me

- +480 - 808 - 5132
- support@malachitemarketing
- www.malachitemarketing.com

## Services & Packages

### Graphic Design

- Flyers, Business Cards, Logo Design, Invitations & Programs, Custom Backdrops & Banners, Social Media Content, Infographics,

### Website Design OR Maintenance

- WIX, Squarespace, WordPress, Shopify, GoDaddy, Weebly & others.
- Complete Design, Revamp or Monthly Maintenance

### Virtual Assistant

- Email Management, Administrative Tasks & Scheduling, Out/Inbound Calls, Customer Care, Social Media Management, Graphic Design, Research, Blogging

### Pop Up Package

- Pop Up Shop Retractable Banner, x2 Branded T-Shirts, 8ft Tablecloth, 250 Business Cards, 100 5x7 Flyers, Options To Pay Sign

### Consultant Services (Project Based)

- Email Marketing, SEO & Google Ranking, FB & IG Ads, Malachite Academy Youth Education/Mentorship.

For more services, prices and descriptions please visit our website and book a consultation or service!  
www.malachitemarketing.com



# Na'ndi Samone

## RESUME

### PERSONAL STATEMENT

I am a professional, self-motivated, and creative entrepreneur & small business owner. I've found a way to mix my passion with my expertise within the marketing and entertainment industries. I'm steadfast in my goals and confident in my ability to be an asset to any organization.

My resume reads double life, strong varying experience, with my own responsibilities and commitments. But to me that reads strong ability to adapt & lead, personal drive and commitment, and undeniable sales, customer service and administrative experience.

### MY HIGHLIGHTS

- Co-Owner, Events By Mayberry, Madison WI
  - [www.eventsbymayberry.com](http://www.eventsbymayberry.com)
  - 6527 Normandy Lane, Suite 200, Madison WI
- Owner, Malachite Marketing, USA
  - [www.malachitemarketing.com](http://www.malachitemarketing.com)
  - Virtually Operated,

### SKILLS AND ABILITIES

- Artistic & Creative Ability
- Web Design, Graphic Design, Canva
- Time Management and Organizational Skills, 50 WPM
- Oracle, SIME, MSP, Salesforce, Workday, CRM Experience
- Intermediate Customer Service, Sales & Administrative Ability

### EDUCATION

#### UNIVERSITY OF WISCONSIN - WHITEWATER

- Bachelors of Business Administration Degree Holder, 2013-2017
- Associate of Arts Degree Holder, 2013-2015

### CONTACT ME

Phone: 608-720-9830

Email: [handishambrick@gmail.com](mailto:handishambrick@gmail.com)

Home Address: 250 S Elizabeth Way, Apt 2074, "Chandler AZ

### WORK BACKGROUND

#### THE MONEY SOURCE

##### Customer Care I

- Assisted entry level cc reps with incoming customer calls within the mortgage servicing industry
- Assisted with customer escalations of escrow analysis, loan statuses, closing documents, requests and changes.

#### SPRINGHILL SUITES

##### Front Desk Shift Lead

Manage and assist designated shift with greeting, check-in experience, bar & breakfast crew, housekeeping & maintenance requests  
Handled all escalations, emergencies, and billing inquiries

#### MALACHITE MARKETING

##### Owner, CEO & Founder

- Developed and manage number of marketing services and consultation packages to small business owners
- Web Design, Graphic Design, Private Sessions & Start Up Packages

#### EXACT SCIENCES CORPORATION

##### Inside Sales Representative

Educate, Persuade and Sell COLOGUARD to Doctors, & potential prescribing physicians to detect colon cancer sooner.  
Analyzed doctor and patient metrics, while achieving sales goals and volumes and collaborating with field sales counterparts.

#### ORASCOPTIC

##### Data Entry Specialist

- Receive, read and enter Loupe Orders directly into the manufacturing assembly team
- Role required high attention to detail, little to no errors, manage production schedule & communicate with Sales and Manufacturing teams

#### EVENTS BY MAYBERRY

##### Co-Owner, Marketing & Administrative Director

- Conceptualize innovative décor designs for weddings, private dinners & parties, Commercial & Nonprofit Events.
- Manage and develop all administrative flow, consultations, invoicing and book keeping.