

Mary Leigh Enders

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(860)983-5304

Work Experience:

Management Systems Improvement LLC, *Operating Partner* **2006 - Present**

- Operations Manager, Executive Assistant
- Invoicing, payroll, scheduling, travel organization, training, report writing, marketing, sales.

M.L.Enders Design; *Hartford, CT* **June 2017 - Present**

- Owner/Founder
- Graphic design and marketing solutions
- Website design, branding, content creation, graphic design, product photography, event
- coordination/photography

JoshBoo, LLC; *Claymont, DE* **May 2017 - Present**

- Operations Manager, Executive Assistant
- Invoicing, payroll, scheduling, travel organization, training, report writing, marketing, sales.

Cafemantic; *Willimantic, CT* **January 2015 - December 2016**

- Assistant Manager, Bartender, Expeditor, Head Server, Host
- Promoted to assistant manager to help in implementing new bar program with specialty cocktails, craft beer, and wine.

A Moveable Feast; *Willimantic, CT* **June 2015 - December 2016**

- Catering: sever, bartender
- Organizing items to be transported to event, venue decorating, setting tables, food running.

Thread City Diner; *Willimantic, CT* **May 2013 - September 2015**

- Server, Dishwasher, Prep Cook
- Community diner with a large network of regulars.

Education:

Young Harris College; *Young Harris, GA* **August 2012-May 2017**

- BS- Business and Public Policy, Class of 2017, Cum Laude
- Phi Delta Sorority- Vice President, New-Member Educator, YHC Inter-Greek Council

Eastern Connecticut State University, *Willimantic, CT* **September 2014-May 2015**

- Business Administration- Marketing & International Business
- Transferred to ECSU for one year.

Training:

Attendance and Completion of Internal Auditing to AS9100D **June 22-23, 2022**

- Management Systems Improvement, LLC

ISO Internal Auditing Course **November 2016**

- Management Systems Improvement, LLC



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