

# MARY LEIGH ENDERS

OPERATING PARTNER

☎ (860)983-5304

✉ mlcenders@msi-aqr.com

🌐 [www.msi-aqr.com/meettheteam](http://www.msi-aqr.com/meettheteam)

## EDUCATION

### Eastern Connecticut State University

Business Administration- Marketing &  
International Business  
2014-2015

### Young Harris College

BS- Business and Public Policy, Class of 2017, Cum Laude  
**Phi Delta Sorority- Vice President, New-Member  
Educator, YHC Inter-Greek Council**  
2012-2017

## WORK EXPERIENCE

### Operating Partner

Management Systems Improvement, LLC / 2006 - Present

- Operations Manager, Executive Assistant
- Invoicing, payroll, scheduling, travel organization, training, report writing, marketing, sales.
- Audit prep and implementation of standards across industries.

### Owner / Designer

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

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

### Operations Manager

JoshBoo, LLC; Claymont, DE / 2017 - Present

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

### Assistant Manager

Cafemantic; Willimantic, CT / 2015 - 2016

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

### Catering Server

A Moveable Feast; Willimantic, CT / 2015 - 2016

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

## ACTIVITIES

- Industry Seminar Speaker
- Training Course Instructor
- Event Coordinator

## COURSE

### Internal Auditing to AS9100D

Attendance and Completion  
of MSI Training Course

**2022**

### ISO Internal Auditing Course

Attendance and Completion of MSI  
Training Course

**2016**

