

# Mary Leigh Enders

860-983-5304

mlcenders@msi-aqr.com

## Work Experience:

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/Property Manager
- Scheduling, travel organization, logistics planning, marketing, sales.

Management Systems Improvement, LLC; Claymont, DE

**2006-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: server, 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:

ISO Internal Auditing Course

**November 2016**

- Management Systems Improvement, LLC



management systems improvement, llc