



[LinkedIn.com/in/mandiviena/](https://www.linkedin.com/in/mandiviena/)

About Me

With a rich background that bridges strategic business insights and financial analysis, I specialize in propelling businesses toward their growth objectives and operational excellence.

My career is marked by deep involvement in diverse industries, where I have applied my analytical prowess and strategic thinking to transform challenges into triumphs.

A blend of academic achievement and practical experience equips me to drive significant value in any entrepreneurial or analytical role.



<https://mandiviena.com>

Certifications

- Equity Markets Fundamentals
- Comparable Valuation Analysis
- Excel Fundamentals – Formulas for Finance
- Private Banking
- Corporate & Business Strategy

Mandi Viena

CHIEF OF STAFF



PROFESSIONAL EXPERIENCE

FHL Capital Corporation

Associate/Analyst | Entrepreneur Assistant
Oct 2021 - Present

- Orchestrated strategic business initiatives, conducted thorough market analyses, and provided financial insights, playing a key role in shaping business strategies and decision-making processes.

Self Employed - Upwork Freelancer

Freelance Financial Analyst | Entrepreneur Assistant
Jul 2023 - Present

- Delivered expert financial analysis and strategic advisory services, drawing from over eight years of M&A expertise to offer depth of insight and actionable strategies.
- Championed the development and optimization of data management systems, ensuring scalability and operational efficiency for clients.

North American Dental Group

Executive Assistant to Founder/CEO
Jan 2014 - Feb 2020

- Premium C-Suite executive support, facilitated strategic engagements, and managed confidential information, upholding a standard of excellence and integrity.



EDUCATION

Institute for Mergers, Acquisitions and Alliances (IMAA)
IM&A, M&AP
2024

Youngstown State University
MBA
2018



SKILLS SUMMARY

- ✓ Comprehensive Business and Financial Analysis
- ✓ Strategic Planning and Implementation
- ✓ Advanced Data Management
- ✓ Expert in Microsoft Office and Google Workspace
- ✓ Effective Communication and Team Collaboration