

Elle C. Mannion

(314)-402-1330 | elle.c.mannion@gmail.com | www.linkedin.com/in/ellemannion

EDUCATION

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| University of Miami Herbert Business School <i>Bachelor of Business Administration in Entrepreneurship</i> | Coral Gables, FL <i>Expected May 2026</i> |
| <ul style="list-style-type: none">• GPA: 3.74/4.0• Honors: Provost's Honor Roll; Dean's List; Alpha Lambda Delta Honor Society; Frederick E. Morris Entrepreneurship Scholar; 'Canes Achievement Scholar; Coral Grant Recipient | |
| WORK & LEADERSHIP EXPERIENCE | |

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| The Launch Pad <i>Front Desk Assistant</i> | Coral Gables, FL <i>November 2025 – Present</i> |
| <ul style="list-style-type: none">• Support the University's entrepreneurship ecosystem serving as first point of contact, managing onboarding, and communicating updates to maintain a proactive, solution-oriented environment• Perform key operations including workflow coordination, event support, office organization to ensure smooth, efficient functioning for staff and venture teams | |
| The Lodge at Whitefish Lake <i>Marina Operations Assistant</i> | Whitefish, MT <i>June 2025 – August 2025</i> |
| <ul style="list-style-type: none">• Delivered high-quality customer service in-person, via phone, and via email while coordinating reservations, rentals, and inquiries to ensure smooth daily operations• Processed transactions and maintained accurate booking and financial records using Booker and Opera, supporting efficient business workflows and operational accuracy | |
| Generation Conscious <i>Junior Product Manager – Fellowship</i> | Coral Gables, FL <i>January 2025 – April 2025</i> |
| <ul style="list-style-type: none">• Reduced machine downtime by 30% by implementing proactive maintenance schedules and streamlined inventory management• Created and published educational reel encouraging student machine usage reaching 500 views in under 10 minutes and currently exceeds 4,600 views | |
| Orange Umbrella Miami Student Communications Consultancy <i>Operations Executive</i> | Coral Gables, FL <i>August 2024 – March 2025</i> |
| <ul style="list-style-type: none">• Conducted operational audits identifying and resolving bottlenecks, improving workflow efficiency by 25% within 3 months• Implemented new operational processes, standardizing deliverables & client interactions resulting in a 20% improvement in product completion rates | |
| Account Executive | <i>August 2023 – July 2024</i> |
| <ul style="list-style-type: none">• Managed relationships with 15+ clients, achieving a 90% client retention rate over 1 year• Delivered tailored solutions resulting in a 30% increase of client satisfaction within 1 year | |

SKILLS, ACTIVITIES & INTERESTS

Certifications: Inside LVMH – Creation & Branding, Operations & Supply Chain; Parsons' Fashion Business Essentials; Canva 500+ Designs

Technical Skills: Operational Auditing; Process Improvement; Client Relationship Management; Data Visualization; Project Management; UX Research; Direct Marketing

Soft Skills: Input; Strategic; Intellection; Individualization; Ideation

Activities: Founder of StyleCircle, LLC (*in-progress*); Director of Crafting for Chi Omega

Interests: Sustainable Fashion; Ethical Consumerism; Circular Economy Innovations