

Elle C. Mannion

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EDUCATION

University of Miami Herbert Business School **Coral Gables, FL**
Bachelor of Business Administration in Entrepreneurship Expected May 2026

- **GPA:** 3.74 / 4.00
- **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

The Launch Pad **Coral Gables, FL**
Venture Support Coordinator November 2025 – Present

- Support University's entrepreneurship ecosystem serving as first point of contact, managing onboarding, and communicating updates to maintain proactive, solution-oriented environment
- Perform key operations including workflow coordination, event support, and office organization

The Lodge at Whitefish Lake **Whitefish, MT**
Client Services & Sales Coordinator June 2025 – August 2025

- Built rapport with guests and returning customers while identifying needs and recommending marina services, converting inquiries into confirmed reservations and rentals
- Processed transactions and maintained accurate booking and financial records in Booker and Opera, balancing customer satisfaction with sales execution and operational accuracy

Generation Conscious **Coral Gables, FL**
Junior Product Manager January 2025 – April 2025

- Reduced machine downtime by 30% by implementing proactive maintenance schedules and streamlined inventory management
- Created and published educational reel to encourage student machine usage reaching 500 views in under 10 minutes, and currently exceeds 4,600 views

Orange Umbrella **Coral Gables, FL**
Operations Executive - Communications Consultancy August 2024 – March 2025

- 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 20% improvement in product completion rates

Account Executive - Communications Consultancy August 2023 – July 2024

- Managed relationships with 15+ clients, achieving 90% client retention rate over 1 year
- Delivered tailored solutions resulting in 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: Canva; Figma; GoDaddy; Wix; Shopify; Microsoft365; Google Workspace; Mailchimp; ClickUp; Slack; Notion; Asana; Booker; Opera; Tableau

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

Activities: Director of Crafting for Chi Omega; Service Dog Trainer

Interests: Sustainable Fashion; Ethical Consumerism; Circular Economy Innovations