

# MARIA BAKER

ADMINISTRATIVE COORDINATOR - DIGITAL MEDIA - ACCOUNTING

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INDIANAPOLIS, IN



/MARIASUZANNEBAKER



## SKILLS

ORGANIZATIONAL MANAGEMENT  
BASIC + ADVANCED SPORTS  
KNOWLEDGE  
ATTENTION TO DETAIL  
COMPLEX SCHEDULING  
ADAPTABLE  
FAST LEARNER  
ARTICULATE + WELL-SPOKEN  
PROFESSIONAL DEMEANOR  
POSITIVE ATTITUDE  
CREATIVE MINDSET  
MULTI-TASKING  
CUSTOMER SERVICE SPECIALIST  
UPBEAT PERSONALITY  
DECISION-MAKING EXPERT  
E-MAIL AUTOMATION  
ADVANCED GRAPHIC DESIGN  
VIDEO EDITING + PRODUCTION  
BRANDING  
DATA ENTRY  
MULTI-PHONE LINE USAGE  
CALM UNDER PRESSURE  
FAST PACED  
CALENDAR MANAGEMENT  
WINDOWS / MACOS  
OFFICE SUITE / G SUITE  
ADOBE CREATIVE CLOUD  
QUICKEN / QUICKBOOKS

## EDUCATION

**Ivy Tech Community College**  
General Studies  
Business  
Indianapolis, IN  
2015-2020

**Ball State University**  
Journalism  
Muncie, IN  
2011-2012

## SUMMARY

Highly knowledgeable young professional, possessing a dynamic skill set across multiple platforms. Demonstrable experience managing elite accounts, both nationally and globally. Expert in accounts payable, vendor relations and database management, with elevated proficiency in digital media content editing, creation, marketing and production. Eager to implement a results-driven, successful future long-term.

## PROFESSIONAL EXPERIENCE

### Assistant Manager

July 2019 - Present

City Barbeque - *Whitestown, IN*

Basic customer service, cash handling, labor/floor management, facility organization, ordering, accounting, inventory management, employee hiring and training, data entry, day-to-day log calculation, communication, supervising and running shifts daily.

### Accounting Executive

October 2016 - November 2018

National Marine Suppliers - *Fort Lauderdale, FL*

Primarily focused on invoice management of large, elite vendors both nationally and globally. Building relationships and working closely with each vendor/client personally to ensure prompt remittance and communication. Database management, incoming and outgoing invoicing, purchase orders, sales orders, national and international wiring, cash/credit card billing, statement reconciliation, responding to vendor inquiries, correcting invoice discrepancies, project management, utilization of Microsoft Office and NAV, data entry, etc. ..

### Administrative Assistant

August 2007 - August 2016

Lowder Insurance Agency - *Zionsville, IN*

Basic administrative/secretarial tasks, front desk, customer service, handling multi-line phones, filing, e-mail validation, daily use of MS Office, bookkeeping, payroll management, organization of all paperwork, upkeep with all social media sites, website design, content management and marketing.

### Assistant Manager/Catering Coordinator

August 2008 - March 2015

Panera Bread - *Indianapolis, IN*

Floor and labor management, customer service, cash handling/ depositing, data entry, ordering/order processing, inventory management, training/hiring, staff scheduling and deployment, food cost analysis, budgeting reports, organization and facility management. Schedule and coordinate events, assign tasks, manage staff, perform basic administrative duties daily. Log and organize vendor database, data entry, project management and marketing as needed.

## AREAS OF EXPERTISE

SPORTS CREATIVE CONTENT  
ANALYTICAL COMPOSITION - NFL + NCAAF  
ACCOUNTS PAYABLE + RECEIVABLE  
HUMAN RESOURCES  
GLOBAL VENDOR ACCOUNT OPERATIONS  
ELITE EVENT COORDINATION  
CONTRIBUTING WRITER ACROSS MULTIPLE  
PROFESSIONAL SPORTS PLATFORMS  
HTML/CSS/SQL  
WEB DEVELOPMENT + DESIGN  
SOCIAL MEDIA ENGAGEMENT  
DATA VISUALIZATION  
VIDEO STORYTELLING - NFL + NCAAF

## RELATED QUALIFICATIONS

*INDEPENDENT CONTRIBUTING JOURNALIST*

**FANSIDED - CAT CRAVE**

CONTENT CREATION COVERING ALL THINGS CAROLINA PANTHERS. OPINIONATED EDITORIALS. DIGITAL MEDIA COMPOSITION. ETC. GEARED SPECIFICALLY TOWARDS FAN ENGAGEMENT.

*VOLUNTEER JOURNALIST*

**LAST WORD ON SPORTS**

(PUBLISHED ARTICLE LINK BELOW)

**CAROLINA PANTHERS. SUCCESS KEEPS POUNDING TO THE TOP**

2016