

Jodie McKenzie

Experience:

SIXT (Fleet Assistant Mgr) – (current)

Fort Lauderdale, FL

support fleet services to ensure accuracy, efficiency, and cost control Perform fleet inventory daily. Communicate with dealerships and body shops to confirm repair completion dates. scheduling vehicle maintenance and repairs as needed: Obtain estimates and parts price quotes, generate purchase orders, and coordinate drivers.

DDV (Production Assistant) – August 2022

Miami, FL

Suggest improvements for all deliveries as identified, Answer queries and communications through phone or email, carry out necessary administrative duties as required, perform clerical tasks as requested by the production team, make suggestions for improvements on elements within each project and took minutes of meetings for record and reference.

SNS Records (PR Assistant) – August 2019

Miami, FL

Keep calendars (editorial, press conferences, events etc.) and media lists, participate in brainstorming and planning sessions, assist in organizing and execution of events, campaigns etc. Conduct research to support PR planning .Draft and distribute content such as newsletters and releases, edit videos and presentations as assigned.

Play Wire (Marketing Intern) – June 2019

Boca Raton, FL

responsible for measuring consumer satisfaction with products and services, developing tools to collect data or conduct surveys/opinion polls, then analyzing it according to trends.

Education:

Lithonia High School
Class of 2017
Lithonia, GA

Skills:

Attention to detail.
Well-organized
Prioritizing
Scheduling
Outgoing
Confident

Software:

Microsoft Office/Suite
Adobe Lightroom,
Photoshop, Illustrator
Mac OS Keynote
Final Cut
PC and MAC
Written Comm.
(email)

Experience (continued):

Toyota (Office Clerk) – December 2017

Coconut Creek, FL

Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment. Answers phones, directs calls to appropriate individuals, and prepares messages.

Office Depot (Print Dept) – January 2017

Conyers, GA

help customers with self-service machines, operate the printing equipment for large volume print jobs, and collate the final print output for the customer.