**MARCO MARSHALL**

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**PROFESSIONAL SUMMARY**

Versatile and motivated General Business major with experience in administrative support, operations management, and customer service. Skilled in business communications, team coordination, and project management. Proficient with Microsoft Office, CRM platforms, and business analytics tools. Committed to driving organizational efficiency and providing strong cross-functional support in diverse business environments.

**SKILLS SUMMARY**

* Administrative and Operational Support
* Business Communication and Coordination
* Customer Service and Relationship Management
* Project Management Support
* Financial Recordkeeping and Reporting
* Microsoft Office (Word, Excel, PowerPoint, Outlook)
* CRM Platforms (Salesforce, HubSpot)
* Time Management and Multitasking

**EDUCATION**

Bachelor of Arts in General Business Expected: May 2026

Marshall University Huntington, WV

*Minor: Marketing*

**WORK EXPERIENCE**

Marshall University Business Office Huntington, WV

Administrative Assistant May 2023 – Present

* Managed scheduling, internal communications, and document preparation for departmental operations.
* Maintained financial records and assisted in preparing monthly budget reports.
* Provided customer service support and resolved inquiries from students and vendors.

Dillard’s Huntington, WV

Sales Associate May 2022 – August 2023

* Delivered excellent customer service while meeting and exceeding weekly sales goals.
* Assisted in merchandising, inventory control, and sales floor coordination.