



BROOKLYN · NEW YORK

CONTACT

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LOCATION

Brooklyn, NY

LANGUAGES

English	NATIVE ●●●●
Hebrew	FLUENT ●●●●
Spanish	FLUENT ●●●●
Arabic	FLUENT ●●●●

CORE STRENGTHS

- ◆ Client Relations & Customer Experience
- ◆ Retail & E-commerce Management
- ◆ Wholesale Operations
- ◆ Team Leadership
- ◆ Financial Administration & Expense Reporting
- ◆ Software Sales & Technology Support
- ◆ Marketing & Organizational Structure

SKILLS

Microsoft Word, Excel, PowerPoint, Outlook · Google Drive · Social Media · Software Sales · E-commerce Selling (The RealReal, Melijoe, the store's website) · Marketplace Customer Service (Amazon, Walmart)

EDUCATION

BA in Psychology

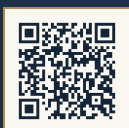
College of Mount Saint Vincent,
Riverdale, NY
2024

AAS in Liberal Arts

Kingsborough Community College
(CUNY), Brooklyn, NY
2020

VOLUNTEER

Charity of Israel, Brooklyn, NY



INTERACTIVE VERSION
mary-elmaliah.pages.dev

MARY ELMALIAH

SALES · CLIENT RELATIONS · OPERATIONS

PROFILE

Multilingual sales and client relations professional, fluent in English, Hebrew, Spanish, and Arabic, with a 15-year record across retail management, e-commerce, wholesale operations, financial administration, and healthcare technology. Has directed store staff, run marketplace customer service for Amazon and Walmart channels, managed credit card accounts, and driven software sales for a home healthcare agency. BA in Psychology, 2024.

EXPERIENCE 2011 → 2026

- **Home Healthcare Agency** TECHNOLOGY SPECIALIST Jan 2026 - Jun 2026
 - ◆ Oversaw the agency's day-to-day technology operations as its dedicated technology specialist.
 - ◆ Drove sales of the agency's software.
- **Eco-Duct** OFFICE MANAGER Dec 2024 - Dec 2025
 - ◆ Joined as a dispatcher and was promoted to office manager shortly after.
 - ◆ Directed customer relations and sales for the statewide service company.
 - ◆ Managed the office, shaped the company's organizational structure, and drove marketing efforts.
- **Kenny Brown** FINANCIAL MANAGER May 2023 - Nov 2024
 - ◆ Managed credit card accounts and conducted detailed statement reviews.
 - ◆ Built the monthly spending reports that tracked expenses across the accounts.
- **SVTNY** WHOLESALE SALES ASSISTANT Sep 2020 - Jun 2021
 - ◆ Managed the wholesale order pipeline for a small-electronics and cell phone seller: buyer outreach, order intake, and invoicing.
 - ◆ Maintained precise order records in Excel.
 - ◆ Owned customer service for the Walmart and Amazon channels: resolved issues and protected repeat business.
 - ◆ Managed turnaround of returned phones and cleared iCloud data to make units resale-ready.
- **Mon Petit** MANAGER Jan 2017 - Jan 2019
 - ◆ Ran daily operations of a children's clothing boutique, directed a staff of four, and ensured that work was completed efficiently.
 - ◆ Delivered private-client service and built full wardrobe selections for individual customers.
 - ◆ Oversaw front-of-store business: cash and credit card transactions, phone orders for seasonal clothing, and merchandising.
 - ◆ Built the store's online sales presence across its website, The RealReal, and Melijoe, and owned listings, photo uploads, labeling, packaging, and shipping.
- **Dr. Moadab** RECEPTIONIST Oct 2016 - Jan 2017
 - ◆ Ran the front desk of a medical practice: patient scheduling, insurance verification, and billing.
- **Monica's Bridal** SALES CONSULTANT Mar 2011 - Sep 2016
 - ◆ Managed the salon's receptionist division while serving clients as a sales consultant.
 - ◆ Administered general office operations.