

## **Mitchell Manacek**

### Skills:

Research, customer service, vendor relations, employee relations, writing, copyediting, proofreading, database administration, compliance reporting, recruiting, inventory, buying

### Work History:

KSV, Burlington, VT

- Strategist, 2021-present
  - Collaborated to develop strategic marketing approaches for clean energy and energy efficiency clients
  - Wrote website content for clean energy and energy efficiency clients
  - Managed client relationships and coordinated project revisions
  - Conducted consumer and user research
- City Market, Onion River Co-op, Burlington, VT
  - Human Resources Generalist, 2020-2021
  - Human Resources Specialist, 2019-2020
    - Developed an outreach network for inclusive career recruiting
    - Sourced new and meaningful wellness offerings for staff via a network of trainers and facilitators
    - Managed worker's comp process with broker and carrier to reduce MOD rating and improve workplace safety
    - Maintained employee files, HRIS, ATS, OSHA log, and conducted compliance audits
    - Edited and contributed to monthly staff newsletter
  - Produce Buyer, 2017-2019
    - Collaborated with local Vermont farmers to find opportunities to increase local food sales
    - Developed and maintained vendor relationships and made daily buying and pricing decisions
    - Modified inventory levels to reduce food waste and consistently meet department target margins

### Other food industry experience:

- Misery Loves Company, bar service and waitstaff — customer service and craft cocktail creation at a farm to table restaurant that emphasizes local ingredients and whole foods (2014-2017)
- Sodexo, sandwich line staff — sandwich prep and service in a busy institutional food setting (2010)
- Elegance in Meats, kitchen and customer service generalist — customer service, prepared foods, and catering for an independent butcher, deli, and caterer in the Chicagoland area (2006-2014)

### Education:

- Norwich University, Northfield, VT - Master of Business Administration (Class of 2019)
- University of Vermont, Burlington, VT - Bachelor of Arts for English (Class of 2013)
- Mental Health First Aid Certified (2021)