

MAKENNA BEST

S U M M A R Y

Business and professional leadership student with experience in operations support, process improvement, event coordination, and cross-team collaboration. Brings strong communication skills and hands-on experience supporting organizational efficiency in both business and nonprofit environments.

C O N T A C T

Phone: 813-955-2888

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Address: Lutz, Florida

S K I L L S

- Process & Workflow Improvement
- Vendor & Cost Analysis
- Inventory & Purchasing Coordination
- Stakeholder & Team Coordination
- Event Planning & Execution
- Written & Verbal Business Communication
- Leadership & Training Support
- Microsoft Excel, Word, PowerPoint, Canva

E D U C A T I O N

- **BA Business and Professional Leadership**
- **Minor in Mass Media and Communications**
- **Certificate in Organizational Leadership**

Bayside College/ Southeastern University 2022-2026

E X P E R I E N C E

Jewelry Sales Associate

Pandora • Sept 2024 – recent

- Delivers high-quality customer service and individualized product recommendations.
- Maintained organized product displays and supported daily store operations.
- Built rapport with customers to drive repeat business and positive brand experience.

Finance Intern

Bayside Community Church • Aug 2025 – Dec 2025

- Evaluated purchasing workflows through cross-department interviews.
- Created a standardized central ordering master list to reduce ad-hoc purchases and improve inventory consistency.
- Analyzed vendor pricing and bulk purchasing options to quantify cost savings and guide sourcing decisions.
- Supported development of a pilot rollout plan focused on cost savings, waste reduction, and staff efficiency.

Copywrite Intern

Tampa Custom Copy • Jan 2025 – Dec 2025

- Created and edited personalized copy for social media and marketing content.
- Conducted audience and content research to support brand messaging.
- Assisted with company events and organization of creative workspaces.