

# Michael White

## **Founder & Business Owner**

San Jose, CA 95128

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+1 408 705 3788

Authorized to work in the US for any employer

## Work Experience

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### **Founder**

Fisher Philbrick LLC - San Jose, CA

October 2021 to Present

Fisher Philbrick LLC is a Management and Production Company that assembles, manages, and produces both creative projects and businesses.

### **Customer Service & Community Manager**

PUNKPOST - San Francisco, CA

June 2017 to June 2021

Helped Create, Manage, and Lead the Customer Service Department and Community Management of around 150 contract workers at Punkpost.

Worked right under the Co-Founders, supporting them, running the day to day operations, as well as the HR for the company.

### **Internship**

GOOGLE - Mountain View, CA

June 2017 to August 2017

FOH, Barista, Prep Cook

### **F&B Server**

FAIRMONT SAN JOSE - San Jose, CA

June 2017 to August 2017

Seasonal Position

### **Internship**

THE DOMAIN HOTEL - Sunnyvale, CA

August 2016 to December 2016

Front Desk, Room Service, Events

### **Supervisor**

SJSU AQUATIC CENTER - San Jose, CA

May 2014 to May 2016

Lifeguard

## Education

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### **Bachelor's in Hospitality, Tourism, & Event Management**

San Jose State University - San Jose, CA

## Skills

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- Customer Care
- Customer Support
- Customer Service
- CSR
- Personal assistant experience
- Lifeguard
- Barista Experience
- Office Management
- Microsoft Excel
- Administrative experience
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Office
- Project management
- Project / program management
- Project Planning
- Google Suite

## Assessments

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### **Administrative support professional fit — Expert**

April 2021

Measures the traits that are important for successful administrative support professionals

Full results: [Expert](#)

### **Attention to detail — Highly Proficient**

June 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

### **Management & leadership skills: Planning & execution — Highly Proficient**

April 2021

Planning and managing resources to accomplish organizational goals

Full results: [Highly Proficient](#)

## **Administrative assistant/receptionist — Expert**

June 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.