

Devon Hayakawa

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EDUCATION

BALL STATE UNIVERSITY, MUNCIE, IN

Bachelor of Fine Arts - Musical Theatre 2019 – Magna Cum Laude

SOFTWARE SKILLS

- **Microsoft Office:** Word, Excel, PowerPoint, Outlook.
- **Social Media:** Instagram, Facebook, YouTube, Twitter, TikTok, Discord, LinkedIn, Pinterest.
- **Website Creation:** Wix.com, Canva design, GoDaddy.
- **Other:** Procreate, Slack, Skype, Zoom, Google Workspace, Monday.com.

WORK EXPERIENCE

SUBARZSWEETS, STUDIO CITY, CA

Administrative Assistant

Fall 2022-Current

- Assist Subarzsweets founder with administrative tasks in a remote setting.
- This job includes social media marketing, recruiting new clients, email and online communication skills, order assistance, publicity assistance, Canva proficiency, Google Workspace proficiency, social media proficiency, problem solving, organization skills, a positive attitude, sales experience, and flexibility.

OPTIVER US LLC, CHICAGO, IL

Office Operations Assistant (Temp to Hire)

Fall 2019-Spring 2022

- Coordinate the supply ordering for all snacks and beverages for 300+ employees, support Facilities, Reception, and Travel & Events coordinators, and have the ability to execute their tasks if the lead is not available.
- This job included stocking, food and bev ordering, inventory, recycling, catering, vendor relations, employee problem-solving, HVAC & appliance maintenance, travel booking, interview candidate communication, hotel booking, expense reports, folio tracking, reception administrative support, phone and email communication, copy machine use, mail, FedEx and UPS support, office security, basic graphic design, event planning, artist booking, problem solving, lifting objects up to 40 pounds, quick-thinking, and confidentiality in a fast-paced market environment.