

Andalis Burton

Mobile: 843-345-4772

Email:

[acvburton@gmail.com](mailto:acvburton@gmail.com)

## Professional History

March 2023—Present

Shareholder & investor in blockchain startups that meet various areas of adoption in blockchain & web3. Notable brands include Crypto World, & the Divi Project.

October 2022—Present

Administrative assistant to the Dean, the Chair of the Department of Business and Economics, the Graduate Program Director, and other faculty members in performing departmental or University-related management.

Effective in counseling students and families through the financial aid process and educating them about CSU's policies under the U.S. Department of Education. Critical skills include interpersonal communication and customer service.

Experienced and multidisciplinary in sales, customer service, and operations. Pivotal skills include leadership, project management, analytics, and strategic innovation. Enhancing student satisfaction during the enrollment process through the following:

- Identifying opportunities to connect students with employers.
- Pitching & persuasive public speaking to a wide range of prospects, including educators, law enforcement, and businesses.
- Partner with analytics to improve digital communications & increase retention rates.
- Cold pitching & networking with local businesses to partner with the university.

2021

Specialized in print & digital communications. Software and technology background includes Adobe Creative Suite, Ricoh Pro VC70000, Ricoh 9210 Color Cut, and Ricoh 8220 Black and White Pressr-0.004 T983 V