

MICHAEL LIEBER

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Portfolio Website - <https://itsmrlieber.com>

ABOUT ME

- ◆ Kind, professional, and easy to connect with — building relationships where people feel valued, cared for, and understood.

EXPERIENCE

Front Desk Coordinator | Stretch Zone | Jan 2026 - Present

- ◆ Coordinate front-of-house operations including client communication, appointment scheduling, and calendar management while handling calls, messages, and in-person inquiries. Maintain organized client records, intake documentation, and daily workflows to support efficient operations and a consistent client experience.

Account Executive | Premium Merchant Funding | Sep 2024 - Sep 2025

- ◆ Worked in a high-volume financial services environment managing client communication, documentation, and account follow-ups while maintaining organized CRM records. Supported daily operations by tracking client information, coordinating updates, and maintaining clear communication across accounts.

Market Research Analyst | Tracarts | May 2024 - July 2024

- ◆ Conducted structured phone-based research with retail business owners to understand operational workflows and document insights. Organized findings and maintained clear internal documentation to support reporting and operational clarity.

Social Media Manager | Big Apple Roasters | Nov 2023 - Feb 2024

- ◆ Managed content scheduling and posting workflows while maintaining organized timelines and tracking deliverables across platforms. Coordinated assets and deadlines to ensure consistent execution and reliable support of marketing operations.

Private Barber | Self Employed | Mar 2020 - Feb 2025

- ◆ Managed appointment scheduling, confirmations, and client communication while maintaining organized records and consistent workflows. Operated independently with a focus on reliability, professionalism, and an efficient service schedule.

Freelance Event Staff | Local Caterers & Self Employed | Sep 2017 - Feb 2025

- ◆ Supported on-site operations for private events by coordinating setup, room flow, logistics, and guest needs in fast-paced environments. Maintained organization and professionalism while responding to real-time requests and ensuring smooth event execution.

FEATURED SKILLS

Microsoft Word | Excel | Outlook | Google Sheets | Slack | CRM Systems | Calendar Management

Office Operations | Workflow Coordination | Client Communication | Record Management | Data Entry | Admin Support

CORE COMPETENCIES

- ◆ Office Operations | Office Coordination | Calendar & Appointment Scheduling | Client & Visitor Relations | Administrative Support | Workflow Coordination | CRM & Database Management | Data Entry & Record Management | Document Preparation | Cross-Team Communication | Daily Operations Support | Process & Task Management | Opening & Closing Procedures | Project & Task Support | Client Communication