


# Moji Doyle

A trilingual, dedicated, calm, dependable, and detail-oriented professional who demonstrates a track record of outstanding service, adept at motivating self and others and consistently showcasing her commitment to excellence in her work for the best possible outcome.



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## WORK EXPERIENCE

### Sales Coordinator

Mercury GSE

02/2023 - 11/2023

Remote

- Coordinated complex sales processes, fostering collaboration between key accounts and internal teams. This streamlined the operation of the organization, playing a key role in its overall success.
- Established and maintained rapport with prospects. Assisted with sales pipeline management producing weekly lead generation reports.
- Managed and maintained sensitive customer information on company SharePoint.
- Responsible for arranging sales team travel and accommodations.
- Represented Mercury at industry-specific trade shows, such as GSE, GHI, MRO Americas and Women in Aviation International.
- Demonstrated professionalism and exceptional dedication, while maintaining a positive attitude, and the willingness to go the extra mile for internal teams and customers.

### Project Manager / Executive Assistant to the President

The Aviation Agency

01/2021 - 12/2022

Remote

- Addressed client concerns to ensure client satisfaction as company liaison.
- Managed projects, keeping them on time and on track.
- Communicated effectively with executives, outside vendors, and the internal team, bringing clarity and decisiveness to each project.
- Exhibited leadership skills by instigating and conducting weekly project meetings with the internal team.
- Supported agency clients at industry-specific trade shows such as: NBAA, and Opa-Locka Regional Forum.

## SKILLS & SYSTEMS

Customer Acquisition & Retention

Content & Social Media Marketing

Lead Generation

Networking

Project Management

Trade Show Management

Voiceovers

Audio recording & editing

Web Design

Office 365

SalesForce

SharePoint

DocuSign

Asana

Teams

G-Suite

WordPress

Twisted Wave

## SOFT SKILLS

Adaptability

Attention to detail

Communication

Confidence

Creativity

Exceptional customer service

Interpersonal relationships

Problem-solving

Teamwork

Leadership

## EDUCATION

### Langues Etrangeres Appliquees

Universite de Nice, Sophia-Antipolis, France

- German, French & English Translations
- French Literature
- Economics
- Philosophy
- Law

## ACHIEVEMENTS

Mom of two healthy young adults.

## WORK EXPERIENCE

### Sr. Business Development Executive / Independent Contractor (6-month project)

Magnitude / Simba Technologies

04/2020 - 09/2020

Remote

- Qualified leads and set appointments to further enhance performance, metrics, and outcomes of Demand generation projects and programs for Magnitude/Simba solutions.

### Sr. Business Development Executive Riversand Technologies

2013 - 2019

Remote

- Assessed clients' needs and expectations, and built lasting relationships.
- Managed leads in the Eastern United States, Canada, UK/Nordics, DACH and Benelux region.
- Collaborated with a team of 7 North American and international field reps, marketing, and pre-sales teams in different time zones, to contribute to the overall success of the organization.
- Responsible for ground work in initial phase, and completion of detailed RFP response.

### International Coordinator JTECH

1996 - 2000

Full-time

- Worked closely with CEO and President of the company.
- Established, and maintained rapport with Master distributors.
- Communicated and collaborated daily with 4 international offices located in the UK, France, Australia and Latin America.
- Assessed clients' needs and assisted with day-to-day activities such as: order placement, FCC approvals, billing issues etc.
- Translated marketing material from English into German and French.
- Represented JTECH at domestic and international industry-specific tradeshows, such as NRA.

## INTERESTS

Aviation

Traveling

Vintage cars, clothes, furniture

Art

Sustainability

Fitness/Yoga/Meditation

Technology & Innovation