

Andalis Burton

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Professional History

March 2023—Present ***Founders Group Worldwide—El Salvador***

Venture Capitalist - 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 ***Charleston Southern University - Charleston, SC***

Executive Assistant, Hans A. Nielsen College of Business -

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.

Financial Aid Counselor - 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.

Graduate Enrollment Specialist - 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

Sepire, LLC

Sales & Production Professional - 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 Press. Technical skills include graphic/layout design, copywriting, color science, & brand continuity.

- Designed postcards, flyers, & business cards for our sales team to utilize during their networking events and/or giving a prospective partner a tour of campus.
- Managed the monthly blog to include relevant content to drive more traffic & inquiries through the company's website.
- Trained in prepress, project management, & data analytics to provide in-house updates to customers during each phase of the job timeline.
- Staged sample kits for clients to review in-house or by mail.