

# MIKHAL BEHBOUDNIA

New York | (845) 538-0164 | [Mikhal.nia@gmail.com](mailto:Mikhal.nia@gmail.com)

Portfolio: mikhalsportfolio.com

## EDUCATION

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**Touro University, Lander College for Women**, New York, NY

Bachelor of Science in **Management; Concentration in Marketing**

*Expected January 2026*

**Rockland Community College**, Suffern, NY

*September 2021*

## PROFESSIONAL EXPERIENCE

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Wings of the Colonel (WOTC)

*September 2024 – September 2025*

**Social Media & Digital Strategy Manager**

New York, NY

- Develop and execute a comprehensive social media strategy, creating dynamic content and managing platform interactions to drive engagement and community growth.
- Optimize metadata for social media posts to enhance visibility, searchability, and audience reach.
- Design and maintain a content calendar to ensure consistent messaging aligned with WOTC's mission and initiatives.

Leslie – Luxury Beauty Business Manager

*September 2024 – September 2025*

**Marketing & Digital Strategy Coordinator**

New York, NY

- Oversee periodic website updates ensuring accurate information, seamless navigation, and brand consistency.
- Develop and manage detailed checklists for Masterclasses, streamlining inventory management and event execution.
- Provide strategic guidance on social media content and scheduling to enhance digital presence and audience engagement.

Forums on Life, Culture, and Society (FOLCS)

*June 2024 – September 2024*

**Marketing Intern**

New York, NY

- Managed Facebook, Instagram, LinkedIn, and X (Twitter), analyzing platform activity and competitor strategies to strengthen brand presence.
- Created high-quality reels and video content to boost engagement and provide valuable insights to the audience.
- Coordinated collaborations and sponsorships, securing strategic partnerships to expand brand visibility.

Apple Tree Dental (Formerly Dr. Allan Katz)

*June 2021 – May 2025*

**Medical Administrative Assistant**

Suffern, NY

- Oversaw front desk operations, including scheduling appointments, managing medical records, and handling patient correspondence.
- Managed billing and insurance claims, ensuring accurate documentation and timely processing of payments.

## SKILLS

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**Software and Training:** Adobe, Excel, Illustrator, Photoshop, Access, Microsoft Word, PowerPoint

**Social Media Platforms:** Instagram, Facebook, X, TikTok, and Snapchat

**Languages:** English (Fluent), Spanish (conversational)

**Interests:** Graphic Design, Photography, Reading, Traveling, Sightseeing, Cooking