

# Blagovesta “Blago” Mantchev

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Professional that has amazing communication skills, impeccable work ethics. Excellent problem solver with ability to multitask and lead team projects. Outstanding ability to adapt to any environment. Remarkable analytical skills, result driven and team player.

## EXPERTISE

Multilingual, issue resolution, Microsoft proficient, management, business analysis, critical thinking, verbal & written communication, customer service vendor management, team leadership, optimization, policy trade shows, administrative skills.

## PROFESSIONAL EXPERIENCE

### General Manager, Maison Marcel

June 2019- Present

#### *Achievements*

- General Management
- Schedule planning
- Inventory
- Customer service expert
- Improved relationships amongst staff members
- Familiar with Toast
- Hired and trained staff members, from baristas, to servers to kitchen staff
- Event organizer

### Purchasing Assistant, Tempel Steel

June 2016 - June 2019

#### *Achievements*

- MRO buyer specialist for non-steel related items
- Implemented tracking system for certificates of insurance, contractor packages and purchase orders
- Initiated and implemented tracking system for ISO certification
- Managed numerous vendors by placing purchase orders for the company
- Established excellent vendor relationships
- In charge of soliciting quotes from multiple US vendors
- Created team environment with staff with my superb communication skills
- Lead the optimization for purchasing team ensuring best practices implemented and cost savings
- Developed and implemented travel policies
- Managed all travel policies for the entire company
- Expert in expense management for company travelers; ensuring adherence to policies and smooth submission of expenses
- Crossed functional relationship working with accounting team to resolve discrepancies
- Ensured the timely release of steel for the company nationwide with focus on minimizing costs
- Expert user for the vault program and doc pro program for steel engineering
- Managed trade shows by working with marketing team preparing, scheduling, designing Pamphlets, brochures, and special gift sets for guests

- Improved relationships with clients by making them feel comfortable during on site meetings, developed a close relationship over the phone with clients
- Supported several teams such as sales, purchasing and steel engineering with various projects

**Paralegal, Daniel G. Suber & Associates**

August 2011 - June 2016

*Achievements*

- Maintained all records of every case for each attorney
- Answered phone calls
- Handled courthouse filings
- Scheduled, meetings with clients' depositions, mediations, appointments, hearings, and motions and coordinating trial dates
- Maintained communication with clients and other firms
- Summarized depositions and medical records
- Scheduled variety of motions, appearances in different counties
- Drafted discovery, preparation of pleadings and correspondence
- Conducted research using internet tools as well as Westlaw and Lexis Nexis
- ABACUS law program, Outlook, Access
- Coordinated two different offices work (Indiana and Illinois) and frequent trips to Indiana office to oversee the quality of the work
- Responsible for hiring other paralegals in both Indiana and Chicago office
- Transcription of correspondence, pleadings, discovery, deposition summaries, medical records summaries and other documents
- Updated and keeping record of all Court Cases and Attorneys calendars
- Implemented a new contact list, new supply system, new filing system
- Developed a new calendar system for Indiana office, new chronology systems for individual cases, and new training system for all new hires
- Responsible for the training of new employee for two offices (Locations in Valparaiso and Chicago)
- Issued checks to clients, Circuit Court, other)
- Assisted all attorneys in preparation for trial

**Field Coordinator, Campaign for Mayor of Chicago**

September 2010 – Feb. 2011

*Achievements*

- Answered phone calls
- Constant contact with voters
- Recruited other volunteers to participate in the campaign
- Organized meetings with other coordinators
- Organized rallies for the campaign
- Made flyers for the campaign
- Responsible for the mailing of brochures and additional information concerning our candidate
- Usage of vote builder program
- Organized different events around the city of Chicago with different groups and organizations candidate
- Door to door in various neighborhoods around the city of Chicago to introduce our candidate and speak more about his concerns for the city as well as his program

**Skills**

- Highly proficient in Microsoft Suite - Word, Excel, Access, Outlook, PowerPoint
- Fluent speaking, reading, and writing in French, English and Bulgarian
- Outstanding customer service and communication skills
- Strong ability to make fast and accurate decisions with no supervision
- Impressive management skills
- Excellent organizational skills
- Strong motivation and energetic personality
- Impeccable work ethics
- Great ability to adapt in various work environments
- Excellent team player

**Education**

**Bachelor of Arts: International Relations & Economics** Roosevelt University, Chicago, Illinois