

Brianna Howell, Management Trainee

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Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [Linkedin](#), [Facebook](#), [Twitter](#)

PROFILE

Energetic and conscientious Management Trainee with three years of experience in supervising inventory control, logistics, and transportation activities for a medium-sized company in the fleet management sector. Self-starter, ready to take on a role as a junior manager and contribute towards team building and creating an optimum company culture where employees are committed and inspired to deliver service excellence at all times. Fluent in English, German, and French, which improved communication and collaboration with international partners significantly. Holds an MBA from Henley International School of business as well as various Agile Management Certifications.

EMPLOYMENT HISTORY

Jan 2018 — Present	Hospitality Management Trainee, The Don Hotel Group	Denver
	<i>Grew accommodation sales from \$30 000 to \$40 000 dollars per week by implementing a guest rewards program.</i>	
	<ul style="list-style-type: none">• Assist interns and summer staff with orientation and induction• Liaise with guests and conduct satisfaction surveys every week• Handle escalated guest complains from reservations, housekeeping and room service departments• Spearhead team building events for all departments at the resort• Consolidate reports from reservations, finance and inventory control and present to management monthly• Resolve conflict situations between staff members promptly and efficiently• Actively participate in brainstorming sessions to upscale branding and promotion strategies• Appointed four reservation consultants and increased booking efficiency by 15%• Stand in as Resort Manager when the current manager is on leave	
Jan 2017 — Dec 2017	Car Rental Management Trainee, Thrifty's Car Rental	Miami
	<i>Responsible for maintenance scheduling for a fleet of 500 vehicles, achieving a zero-downtime score by scheduling vehicle services after hours with a new startup a mobile auto shop.</i>	
	<ul style="list-style-type: none">• Assist customers in rental process applications as a test to determine how long the process takes and then streamline accordingly• Instrumental in increasing customer satisfaction scores by 18% within three months of being assigned as a management trainee• Worked with a team of only three people managing to prepare and placing 30 plus customers in rental cars daily• Responsible for approving all refunds, issuing penalty invoices and placing credit holds on customer cards• Recognized by management for excellent progress in training• Assisted the branch with social media profile creation, online advertising, and direct promotional gift drops to regular customers in a 10-mile vicinity	
Jun 2016 — Nov 2016	IT Management Trainee, Hydson's Hardware & Tech	Amarilo
	<i>Increase customer satisfaction levels by a whopping 50% by reorganizing the queuing layout at the teller section by categorizing customers per the IT Services they need.</i>	
	<ul style="list-style-type: none">• Rotating through all phases of business operations spending six weeks at a time in each department of the company• Act as a shift leader in the contact center when the manager is away on business• Conduct preliminary training programs for all new employees and create online training manuals for three branches in the group• Client custodian to the six primary key accounts• Implemented a "get back the customer" initiative whereby new sales consultants would contact inactive or dormant customers and offer them special discounts and add-on services should they sign on for a six-month term• Mastered the usage of all proprietary operation software to track performance metrics and maintain the CRM database	

- Responsible for financial administration such as cost control, P&L reports, and cash flow statements

LANGUAGES	English	Native speaker	Russian	Highly proficient
	Italian	Very good command		

EDUCATION

Sep 2019 — Present	Master of Business Administration, Opus College of Business	Minneapolis
Jan 2016 — Jan 2018	Bachelor of Science in Information Systems, St. Cloud State University <ul style="list-style-type: none"> • Majors: Information Systems, Artificial Intelligence • Minors: Communications, Automation, Machine Learning • Accolades: Deans Honors List • GPA: 3.9 	St. Cloud
May 2017 — Jul 2017	Associate of Science in Business Management, NCL University	New Cityland
Jun 2016 — Nov 2016	Certificate in Analytical Skills, American Management Association	Saranac Lake

SKILLS

Verbal and Written Communications	Java
Process Improvement	Asana
Business Etiquette	Trello
Database and System Knowledge	Slack
Knowledge Transfer	Crystal Reports
Business Operations	Presentations
Financial Operations	Change Management
Microsoft Office Suite	Coaching and Mentoring