



# Brianna Howell, Management Trainee

LOS ANGELES, CA 90291, UNITED STATES -- email@email.com

## DETAILS

1515 Pacific Ave  
Los Angeles, CA 90291,  
United States  
(541) 754-3010

### PLACE OF BIRTH

San Antonio

### NATIONALITY

American

### DRIVING LICENSE

Full

## LINKS

- [LinkedIn](#)
- [Facebook](#)
- [Twitter](#)

## LANGUAGES

English

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Italian

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Russian

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## SKILLS

- Verbal and Written Communications
- Process Improvement
- Business Etiquette
- Database and System Knowledge
- Knowledge Transfer
- Business Operations
- Financial Operations
- Microsoft Office Suite
- Java

## 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

### Hospitality Management Trainee, The Don Hotel Group

Jan 2018 — Present, Denver

*Grew accommodation sales from \$30 000 to \$40 000 dollars per week by implementing a guest rewards program.*

- 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

### Car Rental Management Trainee, Thrifty's Car Rental

Jan 2017 — Dec 2017, Miami

*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.*

- 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

Asana

Trello

Slack

Crystal Reports

Presentations

Change Management

Coaching and Mentoring

## **IT Management Trainee, Hydson's Hardware & Tech**

Jun 2016 — Nov 2016, Amarilo

*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.*

- 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

## **EDUCATION**

### **Opus College of Business, Master of Business Administration**

Sep 2019 — Present, Minneapolis

### **St. Cloud State University, Bachelor of Science in Information Systems**

Jan 2016 — Jan 2018, St. Cloud

- Majors: Information Systems, Artificial Intelligence
- Minors: Communications, Automation, Machine Learning
- Accolades: Deans Honors List
- GPA: 3.9

### **NCL University, Associate of Science in Business Management**

May 2017 — Jul 2017, New Cityland

### **American Management Association, Certificate in Analytical Skills**

Jun 2016 — Nov 2016, Saranac Lake