

BRITTANY WILLIAMS

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OBJECTIVE

Seeking a fulfilling position that offers growth opportunities and allows me to utilize my leadership skills and experience. While seeking challenging assignments and responsibility, with an opportunity for career advancement as successful achievements.

SUMMARY OF QUALIFICATIONS

- Computer proficient
- File/Records maintenance
- Reports generation and analysis
- Financial records and processing
- Training and Development
- Customer Service

WORK EXPERIENCE**Hillview Terrace Apartment** Reno, Nevada
Leasing Agent

May 2011- September 2014

- Managed receptionist area, greeting prospects', responding to in-person and electronic requests for information, made copies/faxes for all incoming/outgoing correspondence, organized files, developed spreadsheets, verified that information in the computer system was up-to-date and accurate, made appropriate changes in order to resolve customers' complications, distribute lease renewals and notices, bring attention of company concern to tenants, accept rental payments, handle company revenue/bank deposits.

Martini Family Sparks, Nevada
Private In-Home Senior Care

2013 - 2014

- Physically and verbally interacted with patient, made snacks and meals, established and maintained a safe environment, monitored activities to ensure safety, enforced personal care behaviors (showering, brushing teeth, etc.), responded to needs and requests of the patient, redirected patient to enforce positive behaviors, engaged with patient with games and puzzles, dressed and changed diapers, administer prescriptions for patient health.

Victoria's Secret, Reno, Nevada
Stock Associate

- Present

- Answer customer questions and address concerns both in person and via phone, open and close the store including help count cash drawers and make bank deposits, help customers find product that fit their personal needs, maintained visually appealing displays throughout the store, offered exceptional customer service to promote company brand and purchasing experience, complete floor replenishment to ensure product availability for customer satisfaction, balanced multiple customers needs for a fast paced retail environment, processed sales transactions, update clearance product, inform customers about current store promotions.

EDUCATION**Damonte Ranch High School**, Reno, Nevada

Graduated 2013

COMPUTER SKILLS

- Email
- Microsoft Office
- Spreadsheet
- One-Site / RealPage
- PowerPoint

REFERENCES: Available upon request

