

BREANNE DALY

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EXPERIENCE

Guest Service Agent

Devil's Thumb Ranch Resort & Spa

August 2014-Present

- Greet guests upon arrival
- Complete check in/out process
- Answer guest questions and concerns
- Assist guests with reservations

Guest Service Agent

Embassy Suites Rivercenter

February 2014-July 2014

- Greet and complete check in/out procedures for guests
- Answer questions and concerns in a way that satisfies both guest and hotel requirements
- Write and publish weekly front office newsletter
- Assist in the training of new staff members

Purchasing Coordinator

Fischer Homes

October 2013-February 2014

- Completed purchase orders in a timely manner
- Maintained positive relationships between Fischer and vendors
- Performed pricing analysis on various building materials

Retail Associate

Jordan Pond gift shop Acadia National Park

May 2013-October 2013

- Provided advice to customers regarding specific products
- Operated cash register
- Assisted with the set up and stocking of store displays

Human Resources Assistant

Dublin Springs Hospital

November 2012-May 2013

- Assisted with the interviewing and hiring process
- Assembled and audited employee files
- Compiled employee information for benefits programs
- Created employee newsletter

EDUCATION

Capital University, Columbus, Ohio

Bachelor of Arts, May 2013

Major: Leadership and Management

Lorenzo de' Medici, Florence, Italy

Study abroad, Fall 2010

VOLUNTEER

Grand County Search and Rescue

- Field ready member

A Christian Ministry in the National Park

- Prepared and lead worship services for those visiting and working in the National Park

HONORS & ACTIVITIES

Sigma Alpha Beta

- Social Chair

Cancer Family Care Cincinnati

Unsung Hero Award- Awarded after multiple years of fundraising and volunteer work

Capital University Women's Soccer