

JADEN BRUMMOND

164 N. 9th St. Apt 2 Laramie, Wy 82072 · 307-840-0330
jbbrummond@gmail.com

Objective: To bring my passion for extraordinary customer and guest service to the position of Officescapes Sales Administrative Assistant. After over 4 years in the Hospitality industry, I have a strong understanding of guest needs and responding appropriately. I have enjoyed the challenges of Hospitality and want to bring my enthusiasm, energy, multitasking skills, and adaptability to your team.

Education:

University of Wyoming Laramie,
Wyoming

Bachelor of Performance Arts
Graduated

- Secretary of Theatre Department Council
- Collaborated on Stage Designs for Productions
- Stage Management Experience
- Performed on Mainstage

Riverton High School Riverton,
Wyoming

May 2013

- Two-time, double qualifier for National Speech and Debate
- Public speaking experience

Experience:

2018—Present

Sales Administrator, Hilton Inn

- Assisted the Director of Sales in contracting events, room reservations and organization tasks
- Coordinated with other departments to meet guest expectations
- Responsible research, delegating client priorities, and assisting where needed

2015—2018

Supervisor/Inspector, Hilton Inn

- Assessed needs and assigned duties as appropriate to housekeeping and laundry staff
- Coordinated with the front desk to meet guest needs
- Responsible for updating room statuses

2014—2015

Customer Service Representative, Smith's Food & Drug

- Processed returns and resolved complaints for a positive customer experience
- Completed monetary transactions, including phone transactions

Relevant Skills:

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- Proficient in Microsoft Office Suite
- Familiar with Photoshop
- Completed three years of American Sign Language