



BROOKLYN VAN BEBBER

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Summary

Hardworking with web development, multitasking, and time management abilities. Gifted in managing busy schedules, organizing, and providing stellar administrative support to executive team. Four years of experience at D1 level Golf, which led to develop strong work ethics.

Education and Training

Certificate: Front-End Development SheCodes Remote	03/2024
Bachelor of Arts: Communication Studies The University of Montana Missoula, MT	05/2022

Skills

- HTML
- CSS
- JavaScript
- API
- SEO
- Responsive Web Development
- Github
- Bootstrap
- AI
- Social Media Management
- Flexbox
- Customer Service

Experience

Golf Services and Shop Concierge Reserve Club at Woodside Aiken, SC Golf Shop Responsibilities: <ul style="list-style-type: none">• Greet members and guests upon arrival and complete the check in process.• Document member notes and inquiries.• Train workers in company procedures or policies.• Resolve customer complaints.• Complete online and in person inquiries upon request.• Responsible for financial transactions in the pro shop. Outside Services: <ul style="list-style-type: none">• Responsible for opening and closing duties of daily course operations.• Document member traffic on course to maintain pace of play.• Manage cart returns and preparation for the next use.	11/2022 - 07/2023
Hotel Front Desk Receptionist Inn at Houndslake Aiken, SC <ul style="list-style-type: none">• Responsible for scheduling and reservation management through multiple platforms.• Oversee accounts receivable for front desk transactions from guests throughout stay and check out.• Greet and provide customer service to guests upon arrival and throughout stay.• Offer extensive customer support to guests throughout the customer's experience.	05/2021 - 09/2022

- Ensure that the Inn met facility and industry standards.
- Issue keys to guests and usher them to rooms.
- Complete administrative tasks involving research, data collection/imputing, and correspondence.
- Manage conference room booking and prepare space for events/meetings.