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|  | Brionna Joiner  Tempe, AZ | (480)398-0370 | [brionnajoiner@yahoo.com](mailto:brionnajoiner@yahoo.com) |  |
| Summary of Qualifications  * Multiple years of experience in client and customer support roles * Ability to build relationships with clients, customers, and internal/external stakeholders * Excellent communication skills, ability to work independently and within team environment * Experience in financial industry, supporting individuals towards their financial goals * Strong work ethic, ability to adapt to new work environments | | |
| Work Experience 2018 – 2019  **Document Review Specialist** | Epiq Global | Phoenix, AZ   * Examine and decide if document was breached * Captured and coded accurate contact information * Create privilege and redaction log information   2016 - 2018  **Negotiation Specialist** | Freedom Financial Network | Tempe, AZ   * Develop relationships with clients, creditors, collection agencies and attorney offices * Calculate acceptable percentages analyze credit reports for settlements according to guidelines * Review client banking accounts to determine funds necessary to complete settlement and payment of company fees   2015 - 2016  **Financial Planning Coordinator** | Barker Educational Services Team | Tempe, AZ   * Implement financial planning recommendations * Prepare financial and business-related analysis and research * Review accounts and estimate funds according to financial goals   2013 - 2014  **Admissions Representative** | The Art Institute | Phoenix, AZ   * Interviewed and enrolled qualified students for college * Maintained enrollments through effective follow-up procedures * Balanced several tasks during peak hours of operations | | |
| Education **Bachelor of Science, Communication** | Arizona State University  **Associate of Science** | Rio Salado College | | |