

Brittany Loy

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EXPERIENCE

MaxBotix, South Carolina — Sales Associate

July 2019 - PRESENT

- Contact prospective customers to present information and explain available services
- Prepare forms or agreements to complete sales.
- Review business trends to advise customers regarding expected fluctuations
- Develop sales strategies
- Maintains excellent relationships with clients through superior customer services.
- Create advertising campaigns

Spectrum, North Carolina — Equipment Research Offline Support

May 2018 - February 2019

- Familiar with applying and processing credit to customer's account.
- Research equipment history
- Maintain equipment logs to insure inventory is properly maintained.
- Provides strong customer services to customers and conflict resolution support.
- Identify, analyze and correct errors on accounts.

Spectrum, North Carolina — Strategic ACcounts Coordinator

Nov 2015 - May 2019

- Audit and verified customers eligibility for contract buyout.
- Monitors and handles post invoice escalations from customers
- Subject matter expert with processing checks, invoices and payments within company guidelines.
- Prepares and distributes weekly spreadsheets that calculate and shows loss prevention incurred for the week.
- Monitors and handles post invoice escalations from customers.

Optum, North Carolina — Insurance Agent

February 2015 - August 2015

- Providing customer service for claims and billing inquiries
- Assist with AARP Members in getting the best plan for their needs
- Providing knowledge for certain Medicare advantage plans
- Inbound calls/ Outbound Calls

Career Objective

Hard-working professional with 6.5+ years of experience and a proven knowledge of account development, product launch, and profit growth. Aiming to leverage my skills to successfully fill the Web Developer role.

SKILLS

HTML

JAVASCRIPT

NODE.JS

CSS

MICROSOFT

SHARE POINT

POWER POINT

EXCEL

- Explanation of benefits
- Selling Products

Aflec, West Virginia — *Insurance Agent*

February 2015 - August 2015

- Set up meetings with future and present clients
- Sell insurance policies
- Process insurance claims
- Creating PowerPoints
- Handling policy renewals and maintain records
- Generate list of prospective clients
- Develop marketing strategies
- Monitor insurance claims

EDUCATION

University of North Carolina, Charlotte, NC — *Certificate*

October 2019 - April 2020

Coding Boot Camp

Marshall University , West Virginia — *Degree*

May 2013

Bachelors of Science

Capital High School , West Virginia — *Diploma*

May 2009

High School Diploma