

Brynn Cantelon
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Objective

To secure a position within a reputable organization where I can build skill and experience while also making a significant contribution to the success of the company.

Education

Queen Creek High School 2010 graduate

Summary of Qualifications

1. Able to communicate patiently and effectively with people of diverse interest and levels of age and authority
2. Friendly team player and reliable independent worker who enjoys a challenge and is willing to take initiative
3. Well-organized, inquisitive problem solver with the ability to consistently meet deadlines
4. Solid idea generator, conceptual thinker and motivated self-starter
5. Exceptionally skilled in grammar, punctuation and spelling with a typing speed of 80 wpm

Experience

Keller Williams Realty – Administrative Assistant

- Organize all daily operations and create spreadsheets depicting all data
- Complete weekly payroll and bonuses for all employees and contractors
- Manage dialer system throughout each day, write and edit telemarketer scripts
- Perform general administration duties including answering calls and conducting interviews

Alpine Specialty Cleaning – Receptionist

- Answer incoming calls on multi-line phone system and attend to customers in-person
- Maintain accurate transaction records and create invoices in a timely manner
- General upkeep, maintain cleanliness of warehouse and store front-end
- Participate in local trade shows

National Credit Services – Debt Collector

- Identify delinquent accounts and collect necessary payments
- Place outgoing calls and attend to incoming calls on multi-line phone system
- Manage over 1,200 accounts for up to ten months after setup while meeting monthly goals

Adzzup Inc. – Web Designer / Marketing Specialist

- Responsible for creation and maintenance of all custom websites for over 1,000 clients
- Manage all design work tickets received through customer service module
- Create custom social media accounts, YouTube videos, and Google listings for each client
- Manage Google listings for all clients while keywords for maximum optimization