

HOPE BALENTINE

Tulsa, OK 74127 (479-250-2572) balentinehope25@gmail.com

SUMMARY

Goal-oriented professional with 15+ years of cross-industry experience.

SKILLS

Operational Leadership, Effective Communication, Organizational Skills

EXPERIENCE

Front Office Operations Supervisor, Embassy Suites by Hilton
Supervise front desk teams, resolve guest escalations, and ensure guest satisfaction.

Financial Account & Client Solutions Specialist, Ally Bank
Provided financial solutions and account support to clients.

Scheduling Specialist, Aspen Dental, Tulsa, OK, Nov 2023
Verified patient eligibility and coordinated referrals between providers.

Package Creation Lead & Inventory Management, Song Sparrow
Delegated daily tasks, maintained inventory, and minimized waste.

Knowledge Admin, Walmart Inc., Bentonville, AR, Sep 2018
Managed content for company hotlines and knowledgebase.

EDUCATION

High School Diploma, Rogers High School, Rogers, AR