

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

EXPERIENCE

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

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

Scheduling Specialist, Aspen Dental, Tulsa, OK, Nov 2023 - Present
Verified patient eligibility and coordinated referrals between dental offices

Package Creation Lead & Inventory Management, Song Studio
Delegated daily tasks, maintained inventory, and minimized costs

Knowledge Admin, Walmart Inc., Bentonville, AR, Sep 2022 - Nov 2023
Managed content for company hotlines and knowledgebase

EDUCATION

High School Diploma, Rogers High School, Rogers, AR