

Housing and Facilities Assistant Housing and Facilities Assistant Housing and Facilities Assistant  
Littleton, CO Administrative assistant with a background in event planning, project coordination,  
management, and finance. Interested in pursuing a career in project management and digital media.  
Collaborative team player, creative problem solver, and enthusiastic learner. Authorized to work in  
the US for any employer Work Experience Housing and Facilities Assistant Gamma Phi Beta -  
Centennial, CO May 2018 to Present Provides operational and administrative support for the chief  
financial officer (CFO), facilities team, committees, task forces and the Facilities Management  
Company (FMC) Board of Managers Coordinates and executes FMC-related events, such as  
facility dedications, facility director training, and the biannual Housing and Facilities Conference  
Creates and edits documents, spreadsheets and presentations Coordinates meeting agendas,  
materials, mail votes, travel logistics and meeting logistics Creates high-level meeting minutes  
Drafts, edits and distributes communications on behalf of the FMC Board of Managers  
Coordinates the development and execution of communications for the Gamma Phi Beta Facilities  
Management Company Provides facilities-specific communications including social media  
campaigns, member communication, educational presentations and facility publicity for FMC  
properties Assists as needed with marketing collateral and resources (including content updates  
for the website) in collaboration with the FMC and Marketing Housing and Facilities Financial  
Services Assistant Gamma Phi Beta - Centennial, CO September 2017 to May 2018 Supported the  
Facilities Management Company (FMC) Financial Services program offered to local Affiliated House  
Corporations (AHC's) Provided outstanding customer service in responding to members, parents,  
volunteers, vendors, staff and all other inquiries Processed all accounts payable Ensured  
accuracy, legitimacy, coding, support, documentation, and financial authorization to make sure  
invoices were paid in a timely manner Organized and maintained all vendor profiles in accordance  
with vendor management policies Billed accounts receivable information Ensured accurate and  
timely member billing and processing of cash receipts Managed financial reports to make sure  
receivables were collected promptly, as well as followed up on past due member payments via email  
correspondence with local chapters and AHC's Reviewed and approved all FMC Financial

Services program AHC/chapter resignation forms in relation to facility payments owed by the member  
 Assisted in preparing and distributing monthly financial statements and maintained annual budgets for AHC's  
 Managed reporting of the Facility Management Annual Report for all FMC Financial Services AHC's  
 Assisted with preparing and distributing financial reports for month-end and fiscal year-end and 1099 reporting preparation  
 Assisted with ongoing development of processes and procedures to promote effective and efficient department operations  
 Provided administrative support to the Housing and Facilities Financial Services Manager as requested  
 Provided historical accounting information as requested  
 Assisted in monthly closings  
 Assisted with special projects, research, and on-boarding new clients  
 Provided additional assistance as needed within the Finance and Facilities division  
 IT Project Coordinator Centura Health - Englewood, CO July 2016 to June 2017  
 Supported the Director of Community Connect and the Manager of Home, Health and Hospice  
 Assisted IT Directors with Epic Implementation cut-over dry runs, setup, and maintenance in October 2016 and April 2017  
 Led and maintained the organizational process for the 188 IT office with Community Connect and Home, Health and Hospice  
 Utilized and administered 188 conference room spaces and technology  
 Oversaw the onboarding process for new team members on both Community Connect and Home, Health and Hospice  
 Created and maintain permissions of Sharepoint usage for two Community Connect sites  
 Partnered with the 4-5 other IT Project Assistants with Epic celebrations and all staff retreat events  
 Led the creation and coordination for the June 2017 All Staff Retreat  
 Oversaw the successful office move to the 109 IT site from the 188 site  
 Passed the pre-qualification Sphinx Exam to become an Epic Analyst on January 6, 2017 (under Brianna Duffy)  
 Associate Manager The Limited - Denver, CO January 2016 to July 2016  
 Led and supported a store environment that was consistently focused on delivering exceptional client engagement experiences  
 Helped train new sales associates on responsibilities pertaining to client engagement, loyalty credit cards, floor communication and expectations, and money handling  
 Analyzed strengths, weaknesses and opportunities of sales associates on the team in regards to client communication, selling of the loyalty credit card, sales overall, and interaction with other team members  
 Facilitated and

supported team communication and selling of brand items throughout each selling segment by assigning associates to specific areas of focus within the store   Ensured visual guidelines were set in accordance with company direction   Protected store assets   Assigned duties and additional responsibilities to help keep the store and stock areas neat, clean and organized Sales Associate The Limited - Denver, CO October 2015 to January 2016   Delivered exceptional client engagement experiences and sold merchandise and loyalty credit cards   Remained up-to-date on what was current in the fashion industry   Used and understood business concepts and strategic processes (such as marketing in relation to client interaction) to make good business decisions and create results   Assisted clients with product selections through exceptional customer service and selling   Replenished merchandise and helped with floor sets, window changes, signage placement, and visual standards, including sizing, folding, and straightening merchandise   Operated the cash register and followed all cash handling procedures per company guidelines   Assisted with opening and closing duties as directed by the General Manager and Assistant Managers   Cleaned and organized the store and stock areas   Worked with others associates to communicate about clients with or without loyalty cards, accomplish tasks, solve problems while interacting with the clients, and achieve segment and daily sales goals   Shared ideas and perspectives to promote change and innovation within the store Barista Starbucks - Denver, CO October 2015 to December 2015   Promoted the culture, values and mission of Starbucks   Maintained a calm demeanor during periods of high volume or unusual events to keep store operating to standard   Anticipated customer and store needs by constantly evaluating environment and customers for cues   Followed Starbucks operational policies and procedures, including those for cash handling and safety and security   Maintained a clean and organized workspace so that partners can locate resources and products as needed   Provided quality beverages, whole bean, and food products consistently for all customers by adhering to all recipe and presentation standards   Followed health, safety and sanitation guidelines for all products Retail/Wine Tasting Associate & Event Coordinator Walker Honey Farm - Rogers, TX June 2015 to September 2015   Greeted all visitors   Assisted with product selection   Conducted honey and wine tastings by discussing the products and responding

to questions as appropriate      Maintained the cleanliness of the retail store      Utilized a POS checkout system      Answered phone calls and took orders      Promoted special events, honey and wine club memberships, and featured products with clear written and verbal communication

Scheduled private and public events for guests, such as the farmers market and bridal showers

Maintained contact with sponsors, local vendors, and club members      Updated social media

Advertised the Walker Honey Farm and the Dancing Bee Winery in local and state-wide mediums, such as newspapers and magazines

Study Abroad Student Ambassador Christopher Newport University - Newport News, VA September 2014 to May 2015      Assisted students in the study abroad selection process      Advocated for study abroad at campus open houses, study abroad fairs, and other prospective and current student events      Collaborated and planned events with other Study Abroad Student Ambassadors to promote international awareness

Assistant Event Staff Coordinator Christopher Newport University - Newport News, VA August 2014 to May 2015      Led the setup and breakdown of scheduled campus event staff shifts in the David Student Union, Triple Library, and connecting courtyards, such as staging, tabling, and banquet or podium speaker setups

Monitored and administered scheduled events in 6 conference rooms, the ballroom, and main level student walkways      Helped and supported the Director and the Assistant Director of Scheduling and Events, as well as the DSU Coordinator      Led and directed the 16 Event Staff Supervisors in the DSU with student organization events      Shadowed DSU Coordinator during the approval of reservation requests      Trained the new Event Staff Supervisors on computer equipment setup and the Events Management System (EMS)      Utilized and administered EMS for CNU, as well as set up projector, sound, and microphone technology      Partnered with CNU Catering Services during high-profile campus and presidential events      Collaborated with 4 coordinators and 2 student assistant coordinators with large events, such as Family Weekend      Oversaw high-profile events such as Lunch with the President, Oyster Point Rotary Club, Board of Visitors, the Captain's Ball, Admitted Freshman Day, and campus-wide Greek events      Supervised wedding receptions in the Ballroom and at the President's House

Intern for NCAA Final Four Women's Volleyball Tournament Christopher Newport University - Newport News, VA August 2014 to November 2014

Aided the Assistant to the Athletic Director in preparing important aspects for the tournament

Organized the details of the awards ceremonies with the Virginia Special Olympics and their chosen awards presenters David Student Union Event Staff Coordinator Christopher Newport University - Newport News, VA September 2012 to August 2014

Managed the setup of scheduled events in the DSU

Monitored and administered to scheduled events

Aided other supervisors with the arrangement of conference rooms in the David Student Union

Utilized Events Management System (EMS) for Christopher Newport University

Drove campus vans and golf carts for Presidential and Admissions events

Ushered Christopher Newport University Theater and Admissions events

Volunteer Teaching Assistant Ausbildungszentrum St. Josef - Salzburg March 2014 to May 2014

Taught English lessons to high school level Austrian classes

Volunteer Cat Adoption Center Caretaker Petco - Newport News, VA September 2012 to December 2013

Aided in the maintenance and care of the cats and their kennels

Intern Stylista Blogger Sorority Stylista - Newport News, VA August 2013 to October 2013

Organized and composed articles related to women's beauty

Focused on health and fitness

Stable Hand Scattered Acres - Catlett, VA June 2012 to August 2012

Maintained cleanliness of the stable and provided care for the horses residing there

Event Staff Live Nation Entertainment - Bristow, VA May 2012 to August 2012

Assisted and delegated concert observers within the pavilion

Child Caretaker Martin Family Home - Manassas, VA November 2010 to December 2011

Monitored and provided care for a child with Fetal Alcohol Syndrome in a family home

Education Bachelor's in English (Writing); Leadership Studies; German Christopher Newport University - Newport News, VA August 2011 to May 2015

Study Abroad in German Language and Literature Universitaet Salzburg - Salzburg February 2014 to May 2014

High school or equivalent in International Baccalaureate Honors Stonewall Jackson High School - Manassas, VA September 2007 to June 2011

Skills Adobe (4 years), Marketing (4 years), Sales (2 years), Event Management (5 years), Management (3 years), Event Planning (5 years), Creative Writing (10+ years), Writing (8 years), Research (4 years), Public Relations (4 years), Social Media Management (2 years), Blogging (1 year), Editing (4 years), Microsoft Office (10+ years), Time Management (10+ years), Training (4 years), Customer Service (8 years), Public Speaking (2

years), Leadership Development (1 year), Teamwork (8 years), German (6 years), Social Networking (5 years), Finance (2 years), Account Management (2 years) Links <http://linkedin.com/in/brianna-schneller-b7229544> Assessments Proofreading Proficient July 2019 Proofreading written texts. Full results: [https://share.indeedassessments.com/share\\_assignment/dbxfhlkhhrc50ti6](https://share.indeedassessments.com/share_assignment/dbxfhlkhhrc50ti6) Organizational Skills Proficient July 2019 Arranging and managing information or materials using a set of rules. Full results: [https://share.indeedassessments.com/share\\_assignment/kks3m9y046rooywv](https://share.indeedassessments.com/share_assignment/kks3m9y046rooywv) Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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