

BRITTANY DIAZ

EXECUTIVE ASSISTANT

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Waxhaw NC 28173

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OBJECTIVE

Executive Assistant with 6 years of experience in various roles and leadership levels. Managed, developed, and collaborated with high performance teams and leaders to successfully drive results and exceed goals. Used the utmost confidentiality when warranted. Highly motivated self-starter fully committed to making a positive impact.

CERTIFICATION

UNC Charlotte, Charlotte NC

Full-Stack Coding Bootcamp

Completed Jan-2022, 3 group projects, and several individual projects.

KEY SKILLS

Organization
Leadership
Problem-solving Time
management
Adaptability
Communication
Collaboration

EXPERIENCE

Mar 2018 – Oct 2020

Executive Administrative Assistant • Marriott International

Apr 2016 – Mar 2018

Operation Manager • Marriott International

Aug 2009 – Aug 2011

Logistics Special • United States Navy

Simultaneously provided essential support for Area General Manager with 6 Direct Reporting General Managers and the General Manager of a 700-room convention hotel. Reported on key metrics using PeopleSoft and Salesforce.

COMMUNICATION

Integral part of 700-room hotel Wellness Community, partnering with Human Resources dedication to implementing well-being activities for a 270-person team. Focused on relationship/team building exercises, community volunteer work and fundraisers, and planning Associate engagement events and activities.

LEADERSHIP

Managed a team of 30 associates including 2 assistant managers, and two departments. Increased associate satisfaction scores by 3 points and increased brand standard scores year over year.