


ABOUT ME

Hello there! I am Briana. A budding wordsmith and coding enthusiast (an unlikely combo, I know). As an individual, I would consider myself to be a dedicated worker with an easy-going personality. I can adapt to any work environment and thrive in a collaborative setting.

CONTACT

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 (951) 805-3046

Burbank, CA



EDUCATION AND TRAINING



**UNIVERSITY OF CALIFORNIA,
RIVERSIDE**

Bachelor of Arts in English,
(2020)



UCLA EXTENSION

Full-Stack Web
Development Coding
Bootcamp
(2021)

BRIANA BRUCATO

EXPERIENCE

WRITING INTERN

The Daily Fandom, San Bernardino, CA

(September 2020-Current)

- Contributing bi-monthly articles to their online publication
- Working knowledge of WordPress, Microsoft Office, and Google Drive Applications
- Corresponding with our editors to revise articles in a timely manner
- Working knowledge of MLA, APA and Chicago style writing procedures
- Working knowledge of SEO

CUSTOMER SERVICE REPRESENTATIVE

Amenity Health, San Diego, CA

(March 2018-November 2018)

- Communicating with clients via phone and email
- Use of Microsoft Office (Word, Outlook and Excel)
- Directing phone calls
- Data Entry
- Creating email templates for customer correspondence

CLIENT MANAGER

TTA Appraisal, Temecula, CA

(October 2017-February 2018)

- Effectively communicating with insurance companies and vehicle owners
- Data Entry
- Dispatching appraisers to inspect vehicles/property
- Managing and resolving insurance claims in a timely manner

MERCHANT TELLER

Wells Fargo, Temecula, CA

(June 2015-September 2017)

- Maintaining knowledge of products and services that Wells Fargo offers
- Providing exceptional customer service
- Handling Foreign Currency Exchange
- Cash Handling