

# Brian Revak

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## EDUCATION

Aug. 2008 - May. 2011

### **Daytona State College - Daytona Beach, FL**

B.A.S. Supervision & Management

- Dean's List

## EXPERIENCE

### **Law Firm Suites**

Sept. 2013 - Dec. 2013

### **Assistant Sales and Operations Manager, New York, NY**

- Researched and recommended creative ideas to increase revenue and reduce costs
- Collaborated with the marketing team on the implementation of center-wide campaigns and initiatives
- Developed and participated in client-community development activities
- Assisted the sales team with office demonstrations and handled initial inquiries from prospective clients
- Created landing pages from templates in Hubspot for Premium Content, Adwords, and Craigslist
- Compiled and tracked sales lead data in Salesforce
- Performed full consultative office tours and post-tour lead follow-up

### **Furnari & Associates**

Nov. 2011 - Sept. 2013

### **Accountant, Flagler Beach, FL**

- Balanced subsidiary accounts by reconciling entries
- Maintained subsidiary accounts by verifying, allocating, and posting transactions
- Prepared financial reports by collecting, analyzing, and summarizing account information and trends
- Organized and maintained historical records
- Managed Adwords and Craigslist Campaigns

## SKILLS

Quickbooks, Hubspot, Salesforce, Microsoft Office, and HTML

## INTERESTS

Surfing, fishing, running, tech, gadgets, basketball, Steelers and Pirates fan, concerts, and 80's music