

BRITTNY KASE

CONTACT

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SKILLS

- Strategic Planning and Budget Planning
- Program Development and Implementation
- Planning and Administration
- JIRA Expertise
- Agile methodology
- OKRs, KPIs, HR & Ops Metrics
- Vendor Management and Supply Chain
- G-suite, Microsoft Office, Oracle, Concur, Confluence, Github, Slack, Quickbooks, Asana, Trello

As a technology professional with more than 15 years of experience, I thrive on resolving challenges and implementing change within fast-paced environments. I am regarded as a strong collaborator, facilitator, and recognized for building excellent rapport with peers and leaders. I have diverse industry experience and working knowledge with companies ranging from Fortune 500s to start ups. I've been recognized as a self-starter with strong business acumen and a process improvement mindset.

EXPERIENCE

Operations Manager Nelco Media | 2020-2022

- Analyze process workflow, employee, and space requirements with a focus on scaling the organization
- Implement operational changes to optimize efficiency in project planning
- Introduce work orders to ensure efficient workflow of installation schedules
- Establish asset management to maximize profit
- Manage relationships with key operations vendors and clients
- Continuously test and pilot new ways of working that result in improved customer experiences
- Process financial reconciliation and regulatory reporting

Executive Assistant Pearson | 2017-2020

- Support the Chief Information Security Officer and team of VPs in the development and communication of department strategy
- Meeting and travel coordination through G-suite and Concur
- Ensuring all expense reporting within CISO is timely and accurate
- Lead the design and preparation of department meetings across multiple time zones
- Introduction and establishment of OKRs to implement in quarterly planning
- Assisting with the implementation of new ways of working and project management around service offering portfolio
- Planning and execution of first virtual worldwide security summit

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Executive Assistant

Rackspace | 2009–2015

- Maintain calendars, plan and book international travel for the executive leadership team of six
- Coordinate vendor services and staff communication for internal and external meetings, events, and conferences
- Responsible for logistics, vendor relations, and collaboration with supply chain
- Manage special projects for the executive team including vendor negotiations, reservation management, and the creation and distribution of event publicity and internal engagement
- Anticipate executives' needs and proactively engage the appropriate internal resources to support the management and oversight of business and operations objectives
- Create and maintain internal Wiki pages to allow for seamless status updates and efficient communication of process implementations and changes
- Maintain open lines of communication with executives, management, and administrative staff
- Effectively build and sustain cross-department relationships with Legal, HR, Supply Chain support, Accounting, and IT