

Brooke Guarienti

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Greenbrier, Tennessee 37073
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EDUCATION

Vanderbilt University
Full Stack Web Development
January - July 2020

Illinois State University
Bachelor of Science

Major in Food And Nutrition Management
with Minor in Business Administration
GPA: 3.7/4.00
August 2014 - May 2016

Heartland Community College
Associate in Art
August 2010 - December 2013

SKILLS

Strong communication skills, strategic &
critical decision-making, coachable,
adaptable, accountable

Oracle NetSuite, Atlassian Trello,
Analytics & SEO, Office 365, Google Suite,
WordPress, Slack

COMMUNITY SERVICE

Cohn Learning Center
Nashville, TN | September 2017

Easterseals Events
Bloomington, Illinois | 2015 - 2017

Eastview Christian Church Food Pantry
Normal, Illinois | 2015 - 2017

Home Sweet Home Ministries
Bloomington, Illinois | 2015

Western Avenue Community Center
Bloomington, Illinois | 2015

Special Olympics
Normal, Illinois | 2015

REFERENCES

Meagan Mings
meagan.mings@lifeway.com

Aaron Beattie
hello@aaronbeattie.com

EXPERIENCE

MONQ, LLC. | Goodlettsville, Tennessee

In House Sales & Office Manager | October 2019 - January 2020

- Composed communications to existing and potential customers to drive product sales
- Provided administrative assistance to the Director of Operations and Lead Retail Account Specialist
- Processed retail customer orders with accuracy and efficiency

Retail Account Specialist | September 2019 - October 2019

- Administered a high volume of phone calls to customers and effectively communicated with sales and operations teams
- Utilized spreadsheets for optimal organization and status tracking
- Demonstrated leadership amongst team by training others on complex NetSuite programing and organizational systems

Community Manager | March 2019 - September 2019

- Strategized, implemented, and managed Brand Ambassador Program which has grown to over 1,000 members in two months
- Improved marketing channel efficiencies through communication and collaboration with coworkers
- Coordinated monthly Ambassador budget with promotion allowances and processed monthly Ambassador earnings report
- Created, organized, and maintained the Ambassador promotional calendar

Digital Assistant | January 2019 - March 2019

- Edited, resourced, and published company blog posts in WordPress
- Optimized website speed, performance, and visibility by utilizing SEO techniques
- Developed strategies to improve content curation for E-Books while maintaining publishing quota

Easterseals Central Illinois | Bloomington, Illinois

Office Coordinator | August 2016 - July 2017

- Coordinated Early Intervention services including referral, intake, admission and data entry
- Organized and balanced schedules for 16 therapists
- Liaison between Easterseals and government agencies
- Managed volunteer and observer programs
- Front Desk Reception

Eastview Christian Church | Normal, Illinois

Food Pantry Intern | May 2016 - August 2016

- Launched a cost-effective alternative to decrease a product's monthly cost by 92%
- Fostered client relationships with community vendors
- Trained and mentored volunteers
- Organized high volume of phone calls for Food Pantry programs

Heartland Community College Fitness & Recreation Center

Normal, Illinois

Front Desk Manager | August 2013 - August 2016

- Assisted in training new employees
- Facilitated tours for members
- Maintained order and enforced rules and regulations to ensure patron's safety and satisfaction