

# Brianna M. Hamilton

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## EMPLOYMENT EXPERIENCE

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**Management Associate** • Carrington Mortgage Holdings, LLC • Anaheim, CA January 2016-Present

- Selected for a highly-competitive, 2-year rotational program focused on mentorship and accelerated managerial training across the single family home real estate and mortgage industry
- Participated and contributed in senior management projects and meetings, while simultaneously gaining the knowledge of the business from the line level view
- Influence the company's culture and development by implementing new process's, systems, and innovations (Ex. Developed a training tool to educate associates on the full loan cycle, managed/created summer intern program, graduated from leadership course)
- Organized team participation in monthly volunteer opportunities within the company's charitable foundation, as well as managed all associate auction baskets for yearly golf tournament

**Business Development Representative** • Carrington Mortgage Holdings, LLC • Aliso Viejo, CA August 2014-January 2016

- Developed and managed client relationships (Ex. Main client contact for any onboarding issues or requests, organized client calls, managed action items and followed up with task owners to ensure tasks assigned were completed)
- Created on-boarding process for new clients which kept the process organized and on schedule
- Coordinated sales meeting logistics (Ex. Organized meetings, created agendas, maintained meeting notes and managed follow up action items)
- Attended sales meetings and conferences to grow the business and discover potential business opportunities

**Client Associate** • Merrill Lynch • Beverly Hills, CA April 2013-August 2014

- Planned and executed client events for 50+ people
- Developed marketing strategies for team pitch book and client gifting
- Managed client relationships on behalf of Financial Advisor's
- Created account performance analyses for 150 high net worth clients

**Women's Marketing Intern** • Quicksilver • Huntington Beach, CA January 2013-May 2013

- Supported Marketing team in key initiatives
- Assisted in the organization of department assets
- Helped manage and distribute promotional orders

**Marketing and PR Intern** • Paige Denim • Century City, CA September 2012-December 2012

- Assisted in implementation of company's marketing strategies
- Created promotional event letters
- Participated in development meetings for international brands

## EDUCATION

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**University of Southern California, Dornsife School of Letters, Arts, and Science**

Bachelor of Arts in International Relations

Los Angeles, CA

May 2013

- Pi Beta Phi Fraternity: Recruitment Events Chair
- USC Student Alumni Association

## PROFESSIONAL SKILLS

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- DISC tool, Six Sigma training (In process), VISIO, CRM, Qualtrics, Microsoft Office, Adobe Creative Suite, Photoshop, Salesforce, PowerBI
  - Language: English, Conversational Spanish