

Mariana Barnett

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Work Experience:

Fitness Director

August 2019 - Present

Fitness Director Assistant

August 2017 - July 2019

WTS International Washington, D.C.

- Responsible for managing supplies and equipment inventory.
- Perform preventive maintenance of the facility.
- Manage a team of personal trainers
- Responsible for hiring, interviewing and training staff
- Submit paperwork and financial reporting, including payroll.
- Develop monthly fitness programs, including creating flyers and advertising via email.
- Responsible for selling personal training and massage sessions.
- Set monthly goals to improve sales and customer service

Telesales Representative

August 2016 - April-2017

Connexion Point Provo, Utah

- Answered phone calls to help customers looking for a health care plan
- Compared health care plans and options, informing/educating the caller of the differences
- Utilized sales skills and product knowledge to inform the caller of their options and guide them to the most appropriate outcome

Customer Service Representative

March 2016 - August 2016

Frontier Communications Provo, Utah

- Answered phone calls of customers with credit card related concerns.
- Handled confidential financial information, provided information to authorized parties, and transferred funds electronically.
- Employee of the month for good customer relations during July.

Bilingual Receptionist

June 2014 - April 2015

Toyota Bank Sao Paulo, Brazil

- Took and transferred phone calls for executives in company
- Organized and prepared rooms for executive meetings
- Wrote and sent correspondences for the company executives
- Used excel to track company expenses and pay bills
- Communicated and translated for people in English and Portuguese
- Organized business meetings through excel.