

REBECCA BRANTLEY

815-274-5197 | rbrantley0414@gmail.com | Chicago, IL

PROFESSIONAL SUMMARY:

Creative and detail-oriented aspiring web development specialist and current student at Joliet Junior College studying Web Development Education. Experienced and knowledgeable in collaborated in cross-functional teams, inventory, and creating international relationship with overseas distributors.

EDUCATION:

Joliet Junior College, Joliet, IL

Expected Graduation Date 2023

Associate in Applied Science - Web Design, Development, and Social Media, GPA 3.7

Web Design, Certificate of Completion

December 2022

Loyola University Chicago, Chicago, IL

Graduated: August 2014

Bachelor of Business Administration, International Business, French Language Minor

RELEVANT COURSES:

- Cloud Essentials
- HTML & CSS for Web Design
- Advanced CSS for Web Development
- Advanced Web Design
- JavaScript

SKILLS AND QUALIFICATIONS:

- JavaScript
- HTML
- CSS
- PHP
- MySQL
- Google Analytics
- Figma
- Customer Service
- Problem Solving/Critical Thinking

WORK EXPERIENCE:

Abercrombie & Kent, Downers Grove, IL

Apr 2017 - Present

Inventory Specialist

- Manage tour inventory, including lodging and transportation, with in-country offices to maximize company profits
- Analyze seasonal and current booking trends to make recommendations for tour dates to charter, close, and promote at bi-weekly inventory meetings
- Meet deadlines for internal and external partners by effectively communicating updated bookings, releases, and deposits to local offices to avoid penalty

Personal Achievements

- Drafted updated procedure for weekly inventory report and yearly pacing information
- Completed 90% of the Global Inventory allocation load for upcoming 2023 bookings
- Collaborated & supported Sales Team to confirm over \$5 million in bookings to Egypt in 2022
- Implemented organization and task system for the team's shared Inventory Specialist inbox

AIT Worldwide Logistics, Itasca, IL

Jun 2015 – Apr 2017

Cargo Claims Analyst

- Drafted updated training manual recommendation for claims standard operating procedure (SOP)
- Facilitated both domestic and international claims process
- Created, developed, and maintained connection with the claimant. Managed claimant inquiries regarding the claims process via email and phone
- Investigated, analyzed, recommended and resolved product and property damage claims to conclusion
- Approved claims for payment or denial up to \$500
- Summarized documentation and notated information in the claims system

Volunteer Experience:

St. Mary's Immaculate Parish, Plainfield, IL

Instrumentalist

Dec 2006 – Present

- Provide musical accompaniment for adult and children's choirs
- Coordinating recruitment and participation in rehearsal times with other instrumentalists

COVID-19 volunteer

Jun 2020 – Dec 2021

- Provided support during the return gathering for weekly services, adhering to CDC guidelines