

Bianca R. Taylor

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SUMMARY OF QUALIFICATIONS

- Ability to multi-task demonstrated by completing daily work on time while managing multiple projects and taking on more responsibility in a remote environment.
- Quick learner with minimal supervision needed to be highly productive and efficient.
- Ability to communicate effectively and professionally between cliental, colleagues, and management.
- Enthusiastic, hard-working, and a team player with a positive attitude.

EXPERIENCE

Executive Assistant / Marketing Associate, The Symicor Group, Chicago, IL, January 2020 – Present. Recently promoted to Executive Assistant to the Director of Operations while maintaining marketing responsibilities in a fully remote environment. Valuable member of a 4-person marketing team for a talent acquisition firm primarily focused in the banking industry. Responsible for completing daily marketing assignments in a timely and accurate manner. Daily marketing assignments consist of maintaining a candidate log of each candidate assigned, researching recruiting notes for each assigned candidate, drafting a marketing piece specific to each candidate, getting marketing piece reviewed by the Director of Marketing, preparing a distribution list of bank contacts in Google Sheets for each candidate in their designated marketing area(s), conducting mass marketing through YAMMS, updating the candidate's profile and marketing notes in recruiting and applicant tracking software (Bullhorn), submitting total marketing pieces sent daily for weekly report tracking, and communicating interested bank clients and contacts to the Principal and Director of Marketing.

Weekly Responsibilities Include:

- Achieving a team daily minimum target of 5,500 and a team weekly minimum target of 27,500 for mass marketing.
- Managing Bullhorn – processing new candidates and existing candidates sourced from company website inquiries, Workable, Indeed, LinkedIn, and the recruiters' assigned call sheet and updating the candidate's profile notes associated with emails.
- Processing end of the day Telecaller Daily Reports from each recruiter and updating each Open Positions Call Sheet.
- Generating the Telemarketing Leads Report for the end of the day submission to the Principal, Director of Marketing, and Director of Operations.
- Participating in weekly Friday Team Calls via Zoom and any additional team management calls and/or training needed throughout the week.

Projects:

- Conducting specific "pointed searches" for candidates in their designated marketing area(s) when assigned from the Principal – requires researching Google Jobs and Indeed for job opportunities related to the candidate's job title, career experience, education, training, certification(s), and marketing area(s).
- Emailing bank clients, non-clients, and non-bank contacts related to the results found from the assigned pointed searches.
- Posting new job listings from contracts reached with new and existing clients on company website, Workable, and in Bullhorn – done on a training basis when assigned from the Director of Operations.
- Assisting the Director of Operations with the training of a newly hired Marketing Associate when needed.

Owner, Summer Snow, Brady, TX, April 2017 – February 2019. Owner and manager of a high-volume snow cone stand business. Responsible for the daily operations and accounting of the snow cone business. Daily responsibilities included: managing a staff of 6 employees, scheduling employee work shifts, handling cash and credit transactions, providing high-quality products for sale and superior customer service, overseeing and handling daily opening and closing procedures, balancing cash and credit transactions to Product Order Sheets for the day, marketing the snow cone stand business, and restocking supplies. Additional duties included: ordering new inventory and purchasing supplies, handling payroll on a weekly basis, conducting physical inventory counts of supplies, handling accounts receivable and accounts payable, and training new employees.

Staff Accountant, J.C. Pace, Ltd., Fort Worth, TX, April 2012 – July 2014. Staff accountant for the oil and gas department. Responsible for recording and posting oil and gas production information to 27 owners. Daily responsibilities included: processing oil and gas deposits in accounting software (WolfePak), maintaining data systems for oil and gas divisions, managing workflow across multiple platforms, maintaining and updating the filing system for all oil and gas divisions orders and acquisitions, communicating oil and gas information to superiors, and managing the process of setting up new vendors, wells, and division orders for new acquisitions when acquired.

Monthly Responsibilities Included:

- Managing the process of reconciling multiple platforms (CYMA).
- Generating revenue reports.
- Preparing financial statements.
- Attending end of the month meetings with superiors.

Projects:

- Generated various oil and gas well reports for Department Director.
- Prepared and updated oil and gas list by wells and acquisitions.
- Developed a system for tracking ad valorem taxes for all oil and gas wells by owner and acquisition.
- Learn and use new lease acquisition and land management software (iLandman) for mapping and tracking wells.

Accountant, Texas Alliance Vending, Fort Worth, TX, October 2011 – April 2012. Maintained the accounting and administration for the vending machine business. Responsibilities included: handling the accounts payable and accounts receivable, recording receipts and transactions in accounting software (QuickBooks), conducting physical inventory counts of products, ordering new products, placing service calls for vending machines, making bank deposits, and marketing the vending machine business.

Consultant, Grey Hawk Resources, LLC, Fort Worth, TX, August 2011 – April 2012. Prepared financial packages and business plans for a start-up business. Responsibilities included: researching industry news and related topics, forecasting, budgeting, preparing profit and loss analysis, break-even analysis, competitor analysis, and market conditions analysis, conducting price comparison studies, developing financial presentations, and editing and revising business plans.

EDUCATION

UNIVERSITY OF OKLAHOMA, Norman, OK

Bachelor of Business Administration in Accounting, August 2011

ANGELO STATE UNIVERSITY, August 2006 – May 2009, San Angelo, TX

Completed all basic requirements for Bachelor of Business Administration in Accounting and minor in Professional Writing.

HONORS AND ACTIVITIES

- Transfer Boren Award
- Dean's List, *Angelo State University, San Angelo, TX*
- Dr. Robert and Jean Ann LeGrand Scholarship
- J.C. Chuck and Lois Wright Scholarship
- Carr ROTC Scholarship
- Air Force Reserve Officer Training Corps, *Public Affairs Staff & Recruiting Staff*
- Finance Real Estate Organization, *Secretary*
- Christians on Campus