

Briana Warrick

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Objective

Energetic, Self-Starter seeking an operations position that offers the opportunity to positively impact a team and organization while growing personally and professionally.

Experience

March 2016 to Present

Northwestern Mutual Denver, CO – **Financial Representative Assistant**

- Responsible for managing client requests and client satisfaction
- Assist in preparing and delivering financial plans
- Analyze client budgets and goals in order to create customized and comprehensive plans
- Independently set and manage weekly tasks and calendar
- Implemented transition from paper to electronic applications for insurance and investment products

April 2014 to March 2016

Orion Real Estate Services Inc. Denver, CO – **Leasing Consultant, Retreat at the Flatirons & 2785 Speer**

- Responsible for lead generation and follow up
- Support social media and marketing avenues
- Establish strong relationships with residents to ensure higher retention
- Trained new employees
- Maintained the highest closing ratio on our Retreat team
- Leased 103 out of 320 occupied units at Retreat, playing a key role in meeting company occupancy goals of 95% by January 2015

September 2013 to April 2014

RFG & Associates Greensboro, NC – **Sales and Marketing assistant**

- Responsible for all purchasing and account management for existing clients
- Provided customer service to all new and existing clients
- Updated all client account information for improved sales and marketing
- Created and deployed a reporting structure for new and existing sales

- Improved finalized sales from International furniture markets by more than 50%

May 2011 to September 2013

Char Restaurant Boone, NC – **Lead Server**

- Displayed good people skills
- Upsold menu items and satisfied customer needs
- Selected by the owner to train new staff

Education

Appalachian State University, Boone, NC

BSBA - Business Management and Entrepreneurship, 2009 to 2013

- 3.4 overall GPA, 3.9 GPA within Walker College of Business
- Chi Omega Fraternity
- Worked 40 hours per week while being a full time student

Skills

- Leadership
- Effective use of people skills and knowledge in organizational behavior
- Efficient use of multi-tasking and time management
- Proficient in Microsoft Office Suite

Volunteerism and Leadership

- Involvement in several fundraising events for the Make-A-Wish Foundation in Watauga County (2010-2013)
- Weekly volunteer work at local soup kitchen
- Volunteer for March of Dimes (2011)
- Volunteer for Relay for Life (2013)

