
Brittany Allen

1620 Hollywood Rd. #1024, Atlanta, Ga 30318 | H: 321.277.2206 | E: baallen61@gmail.com

Summary

- Seeking a position in which i can contribute my knowledge, skills and talent while also gaining stronger experience with an organization who promotes growth, community support and mentorship. Available for travel.

Skills

- Microsoft word & Office, Excel, PowerPoint/ Event Planning/ Customer Service/Wardrobe Styling/. Personal Shopping/ Excellent Client Service and Communication Skills/. Interior Decorating/Certified Medical Office Assistant/Quick Learner/Trusted Key Holder/Organized with the ability to multitask and prioritize workload/. Self-Starter, Team Player that can take directions and finish without supervision/ Able to perform Administrative Duties. And Food Service from, Fine Dining, to Public Relations.
- Resourceful Thinking, positively adapt to change, Leadership and Community Advocate, Data Entry, Communication Skills, Attentiveness, Organization and Time Management, Research, Charismatic and Charming Mannerism
- Administrative Duties, Artist, Communication Skills, Client, Customer Service, Data Entry, Event Planning, Leadership, Mentoring, Excel, Office, PowerPoint, Microsoft word, Modeling, Photography, Coding, Public Relations, Quick Learner, Research, Self-Starter, supervision, Team Player, Time Management

Experience

BANQUET SERVER, SERVER | 04/2017 to 07/2018

Sports & Social/ Todd English Tavern - Atlanta, GA

- Team promotion work
- Five Star Customer Service
- Banquet Organizer for corporate events

SALES SPECIALIST/ TEAM LEADER | 06/2014 to 04/2017

Dillard's - Atlanta, GA

- Merchandiser
- Personally Shopper
- Managed Design of dynamic widgets focused on an area
- Worked directly with departments, clients, management to achieve result.
- Responded to customer request via telephone and email.
- Managed daily sales goals

SERVER/ HOST | 01/2016 to 01/2017

Mary Mac Tea Room - Atlanta, GA

- Five Star Customer Service
- Fine Dining
- Production Broadcasting Assistant, when we would have the Atlanta Eats, or CNN do a story on the restaurant.

BRAND AMBASSADOR | 01/2012 to 03/2014

Ralph Lauren Polo - Orlando, FL

- Assisted with set up and breakdown of promotional booths or tents.
- Assisted in organizing and stocking merchandise.
- Handled sales transactions, which included using cash register
- Five Star Customer Service
- Managed and stocked inventory of product, and over night stock.

NIGHT AUDITOR | 01/2013 to 01/2014

Hyatt Regency - Orlando, FL

- Customer Service
- Followed company security and check-in policies.
- Controlled cash and credit card payment transactions at the front desk.
- Documented accounts and logs throughout shift to keep up with requirements.

KEY HOLDER, TEAM LEADER | 01/2012 to 01/2014

Ann Taylor Loft - Orlando, FL

- managing associates & manage sales goal
- cash handling, cash deposits
- open and close the store trusted key holder

CHIROPRACTIC ASSISTANT, OFFICE ASSISTANT | 01/2010 to 01/2013

Belco Chiropractic Clinic - Orlando, FL

- Bill & Coding, & Trusted Key holder.
- Office Assistant
- Inputted patient data into the office's computer system using Software And checked all information for accuracy
- Performed a variety of therapies on patients ' including electric muscle stimulation, massage and and mechanical traction.
- Scheduled patient appointments for busy chiropractic practice with revenues of \$Numbers annually.
- Contacted insurance carriers to determine patients coverage and sent invoices for service rendered.

Education and Training

Dr. Phillips High School - Orlando, Florida

Business Management /Public Relations, 2009

Kennesaw State University 2016- present

Activities and Honors

- I have a craft of Photography, Modeling, Personal Styling, Artist and Mentoring.
- Worked with non profit organizations for Juvenile Justice system