

Briana Graham

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Mission Hills, CA 91345

PROFESSIONAL SUMMARY

Professional and knowledgeable representative who delivers administrative excellence in all facets of clerical support and public interaction. Excels in utilizing computer, customer service, and conflict resolution skills to win repeat business and ensure customer satisfaction.

SKILLS

- Managing
- Supervising
- Data Entry
- Notary Public
- Typing: 70 wpm
- Internet Literacy
- Attention to detail
- Organization skills
- Training Experience
- Sorting and Labeling
- Multi-line telephone systems
- Documentation and reporting
- Verbal and written communication

WORK EXPERIENCE

Warehouse Associate | Bed Bath and Beyond - Canoga Park, CA - September 2017 - July 2023

- View prompts on screens and follow directions for tasks.
- Receive and put away inventory.
- Ensure product meets quality requirements.
- Load boxes onto trucks for shipment.
- Use scanners to read barcodes on boxes.
- Keep work area clean.

Receptionist | National Notary Association - Chatsworth, CA. - June 2016 - September 2017

- Greet visitors in-person and via telephone calls.
- Organize and schedule office meetings as well as effectively accommodating hectic agendas.
- Monitor premises, screen visitors, update logs and issue passes to maintain security.
- Sort mail between departments and personnel.

- Consistently help in the call center and act as a Data Entry clerk when short staffed.
- Interact with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Assist in planning educational courses every Friday as well as sending out certificates of completion.

Property Manager | Enhanced Property, LLC. - Houston, TX. September 2013 - June 2016

- Maintain the premises by keeping all common areas in a clean, safe and orderly condition.
- Show and rent vacancies by conducting tours of the available spaces and staying familiar with the building and other tenants.
- Reporting any necessary repairs, hazards, upcoming vacancies, accidents and tenant problems right away.
- Supervising all vendors by checking the progress and documenting with photos or videos.

EDUCATION

Sylmar High School — Sylmar, CA - 2012

High School Diploma