

# Brittney Hailey

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## Professional Summary

Leader who is articulate and driven, as well as having a high level of energy and an engaging personality. Expert at keeping track of trends and seizing new opportunities.

## Skills

- Sales promotions
- Advertising solution development
- Microsoft Office Suite
- Reporting and documentation
- Social media
- Google Analytics

## Education

**Business Administration and Management - BBA - 2022**  
**Southern New Hampshire University - Manchester, NH**

## Work History

**Marketing Coordinator - February, 2020 to Present**  
**Mingola Essentials - Houston, Texas**

- Oversaw the creation and implementation of a wide range of marketing collateral, including videos, social media posts, and blogs.
- Oversaw market planning as well as the research and identification of new business opportunities.
- Am in charge of developing marketing and advertising strategies, plans, and goals.
- Wrote and edited articles, press releases, proposal responses, and social media posts.

**Induction Program Mentor/ Inductor Processor - February, 2020 to November, 2021**  
**Amazon Warehouse HOU2 - Houston, TX**

- Accepted delivered packages, verified products, and double-checked delivery totals to keep system records current and accurate.
- Inspected packages and merchandise for damage and alerted vendors to request replacements as soon as possible.
- Maintained productivity and accuracy while continuously lifting and unpacking over [40] pounds of [60+] packages.
- Kept track of production and quality control systems in order to spot flaws ahead of time.

**VIP Hostess - June, 2017 to Present**  
**D Houston - Houston, TX**

- Kept an eye on guests for signs of intoxication and immediately alerted management, ensuring a safe and welcoming environment for all patrons.
- Cultivated positive guest relations by managing information and coordinating quick seating.

## Affiliations

- National Honor Society

