

Briana Thomas

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SUMMARY OF QUALIFICATIONS

Detail oriented team player and problem solver devoted to moving the business forward through a dependable work ethic and dedication to creating solutions for the company. Several years of increasing responsibility in the realms of Account Management, Sales and Travel for Trade Shows, Project Management and General Support in fast-paced environments; providing superior customer service with a strong ability to multi-task and deliver on tight deadlines.

HIGHLIGHTS

- Customer Service and Key Account Management
- Delegation of tasks and driving timelines
- Setting of sales goals and growth
- Proficient in Microsoft Office Software, Adobe Software (Photoshop / Illustrator)
- Various project management software's and Sales Pad

EXPERIENCE

Picnic Time 2018- Present, Moorpark, Ca

SOUTHERN REGIONAL SALES MANAGER

Experienced Promotional Sales Specialist. Skilled in Sales Management, Media Relations, Account Management and Customer Service. Strong Marketing professional with a passion for growth.

- Analysis of territory performance and reporting.
- Development and implementation of sales plans that expand companies customer base and ensure there is a strong presence along territories
- Establish and maintain strong relationships with new and key accounts
- Creating and running various marketing efforts to promote business / product to encourage more organic growth and visibility for the company

Legacy Worldwide Advertising Agency 2009-17, Atlanta

ACCOUNT MANAGER

- Strategic brainstorming for the client
- Managing the production and completion of required deliverables
- Planning and monitoring given projects
- Managing project risks
- Head liaison with client and company relations
- Monitoring overall progress and use of resources for given projects
- Identifying and obtaining support and advice required for the management and planning and of the project
- Preparing any follow-up actions items / notes and dispersing to team

SOCIAL MEDIA PROJECT MANAGER

- Pro-Active monitoring and management of all social networks
- Creative content writing and proofing
- Strategy on Social Media development for the client
- Campaign development and management
- Maintained calendar and schedule for department head

Last Frontier Air Ventures, Helicopter Company 2008

RECEPTIONIST

- Accurately scheduling helicopter support for film projects, aerial photography, tours and heli-skiing / snowboarding.
- Being the “face” of the company by answering phones and greeting walk in visitors
- Following up with potential clients
- Development and distribution of written quotes

EDUCATION

Lee University, Cleveland Tn – Studied Public Relations 2007-11

Courses in the fields of Public Relations and Psychology. Assisted in the coordination and planning of several on-campus student events. A member of PRSSA (Public Relations Student Society of America). Participated in extensive writing projects for campus Newsletters and campus publications.

REFERRALS

Upon Request