

BREINDA JONES

Project Manager | Business Operations | Google Project Management Certified
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PROFESSIONAL SUMMARY

Google-certified Project Manager with 8+ years leading projects end to end — from launching and scaling my own business to managing operations, budgets, vendors, and cross-functional teams in retail and healthcare settings. Skilled in project planning, stakeholder communication, resource scheduling, risk management, and KPI tracking. Completing a BS in Business Administration (Applied AI minor) with a 4.0 GPA. I don't just support projects — I've owned them from kickoff to close.

PROJECT HIGHLIGHTS

- Launched a business from zero: scoped the concept, built the budget, secured the location, hired staff, and ran profitable operations for 6+ years — a full project lifecycle, executed solo
- Managed vendor relationships, inventory pipelines, and marketing campaigns with defined budgets, timelines, and deliverables
- Coordinated cross-functional stakeholders — clinical staff, administration, families, and vendors — in a compliance-driven healthcare environment

PROFESSIONAL EXPERIENCE

Center Manager | European Wax Center (Wax Center Partners) *Jul 2026 – Present*

- Own end-to-end center operations as the single point of accountability: staffing plans, resource scheduling, inventory, and KPI performance
- Lead hiring, onboarding, and training initiatives with defined milestones, driving revenue and membership growth

Salon Operations Manager | Ulta Beauty *2024 – 2026*

- Planned and executed operational initiatives — scheduling systems, inventory controls, and retention programs — tracked against corporate KPIs
- Managed resource allocation across a team of stylists, balancing capacity, service demand, and budget targets

Patient Services Coordinator / CNA | Tower Hill Healthcare Center *2025 – 2026*

- Coordinated patient intake and scheduling workflows across nursing, administration, and families — competing stakeholders with zero room for error
- Maintained HIPAA-compliant documentation processes, ensuring accuracy and regulatory compliance under deadline pressure

Founder & Operator | Pretty Girls Bestfriend Beauty Bar *2018 – 2024*

- Directed every phase of the business lifecycle: planning, budgeting, vendor selection, marketing execution, hiring, and daily operations
- Built and managed project budgets, pricing models, and marketing campaigns that grew a loyal repeat-client base
- Developed processes for booking, inventory, and client communication that kept a one-owner operation running for six years

EDUCATION & CERTIFICATIONS

- Google Project Management Professional Certificate
- Google AI Essentials Certificate

BS Business Administration, Applied Artificial Intelligence Minor — SNHU (4.0 GPA) *Expected Apr 2027*

AS Business Administration — SNHU *Expected Oct 2026*

- Licensed Master Cosmetologist (IL, active; TX transfer in progress) • Certified Nursing Assistant (active)

PROJECT MANAGEMENT SKILLS

Project Planning • Budgets & Vendors • Stakeholder Communication • Risk Management • Resource Allocation • KPI Reporting • Process Improvement • Agile Fundamentals • Microsoft 365 • AI Tools