

Brittney Hailey

Houston, TX, 77057 | +14093506750

go4brittneyh@gmail.com

Professional Summary

Business Development Associate, recent grad with 4 plus years of experience. Proven track record in increasing online engagement by 30% and boosting conversion rates by 15%. Skilled in content marketing, and social media strategy. Known for exceptional analytical skills and creative problem-solving. Recognized for exceptional relationship-building skills and expertise in market analysis and competitive positioning. Excels in developing client relationships, expanding product lines, and leveraging data analytics to inform decision-making and identify new business opportunities

EXPERIENCE

Business Development Associate

Jan 2023 - Present

Construction X, Houston, TX

Overseeing the generation, execution, and documentation of construction proposals and agreements

Researching bidding opportunities and download necessary documents

Coordinating information and documentation for monthly draw applications

Handling correspondence, reports, meeting notes, and other administrative tasks

Store Manager

Feb 2020 - 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.

In charge of developing marketing and advertising strategies, plans, and goals.

Wrote and edited articles, press releases, proposal responses, and social media posts.

Inductor Processor

Feb 2020 - Nov 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 weighted 200 induct products.

Kept track of production and quality control systems in order to spot flaws ahead of time.

EDUCATION

Bachelor of Applied Science (B.A.Sc.) - Business Administration

May 2019 - Jan 2023

Southern New Hampshire University, Manchester, NH

Cum Laude Honors

SKILLS

Expert in: Office Equipment Use, Researching , Data Entry , Google Docs, Decision Making

Intermediate in: Quickbooks