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## **OBJECTIVE**

To provide success for my team, and the company, while giving 100 percent dedication and satisfaction to my job.

## **KEY SKILLS**

- Sales support.
- Client service.
- Event and Team management.
- Microsoft Word, Excel, PowerPoint, and Restaurant POS.

### **AdrenIn Industries (January 2012 – Present)**

#### **Sponsorship and Event coordinator**

- Oversee sponsorship program and athletes.
- Initiate contact with prospective riders.
- Coordinate and Execute events.

### **Rickie Lee Jones (October 2009 – January 2010)**

#### **Personal and Production Manager**

- Plan schedules for Principal.
- Manage logistics for appearances.
- Provide assistance on all daily activities.

### **Rock N' Roll Fantasy Camp (January 2006 – October 2010)**

#### **Production Assistant and Equipment Manager**

- Develop run-of-show plans.
- Facilitate set-up of equipment.
- Manage and Inventory all Equipment.

### **Olive Garden (January 2007-January 2009)**

#### **Server and Service Assistant**

- Manage FOH support.
- Facilitate 100 percent hospitality.
- Develop Techniques for Higher Sales Average.