

Brittany Amber Hanyon

bahanyon@memphis.edu • (714)-612-9206 • 34287 Oakwood Pl. Yucaipa, CA 92399

Skills

- Microsoft Office: typing speed of 65 WPM
- QuickBooks: A/P, A/R
- Social Media Management
- Marketing and promotions
- Press releases, interviews and publications
- Photoshop

Experience

Back-9: Office Manager

[2015-2017]

- A/P, A/R using QuickBooks, journal entries, deposits, estimates, PO's, invoices, managed 9-15 employees, maintained social media platforms, scheduled jobs, ordered office supplies, made travel arrangements, created and maintained job project folders, time sheets, data entry, ingoing/outgoing mail, bank deposits, phones, filing, miscellaneous duties assisting owner

Quakes Baseball: Social Media Marketing Intern

[2016-2016]

- Sponsorship activation, social media posts, created graphics using Photoshop, promoted games promotional events, player interviews, game day preparations, took photographs, fan interaction, ticket sales, assisted in media room, on field promotions, ran team Snapchat and Instagram pages

EZ Cash: Administrative Assistant

[2012-2015]

- Ran ACH payments, entered deposits and checks from 24 stores using QuickBooks, approved new customer applications, phones, bank deposits, filing, data entry, collection calls, prepared collection letters, Western Union transactions, archived files

University of Memphis Athletics: Office Assistant

[2012-2015]

- Wrote game day previews on Gotigersgo.com, social media, transcribed postgame interviews, scoreboards, scheduled social media posts, created graphics for social media, media archived, worked softball camps, game day promotions, ordered uniforms and equipment, assisted with recruitment, ran statistics, assisted in planning of team banquets

Chapman University Athletics: Office Assistant

[2011-2012]

- Data entry, phones, ordered uniforms and merchandise, merchandise sales, assisted in recruitment process, ticket sales, crowd control, scoreboards, social media, statistics

Community Consulting Pros: Administrative Assistant

[2009-2011]

- A/P, A/R, assisted manager with site inspections, provided minutes or HOA meetings, correspondences to and from homeowners, responded to customer needs and concerns, assisted in collection of rent and other property income, miscellaneous duties assisting manager

Infinity Appraisal Company: Office Manager

[2006-2009]

- Phones, data entry, scheduled appointments, off-site errands, met with clients, A/R, took photos of properties, filing, ordered office supplies, bank deposits

Education

California State University, Long Beach

[August 2015-January 2017]

M.A., Kinesiology, Sport Management

University of Memphis

[August 2012-May 2015]

B.S. Ed., Sport Management with a minor in Political Science