



# BROOKLYN VAN BEBBER

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## Summary

Hardworking with web development, multitasking, and time management abilities. Gifted in managing busy schedules, organizing, and providing stellar administrative support to executive team. Four years of experience at D1 level Golf, which led to develop strong work ethics.

## Education and Training

<b>Certificate:</b> Front-End Development SheCodes   Remote	04/2024
<b>Bachelor of Arts:</b> Communication Studies The University of Montana   Missoula, MT	05/2022

## Skills

- HTML
- CSS
- JavaScript
- API
- SEO
- Responsive Web Development
- Github
- Bootstrap
- AI
- Social Media Management
- Flexbox
- Customer Service

## Experience

<b>Data Entry Specialist   Executive Assistant</b> Bison Wares   Remote	07/2023 - Current
<ul style="list-style-type: none"><li>• Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.</li><li>• Respond to queries for information and access relevant files.</li><li>• Provide general support.</li><li>• Validated customer information, such as addresses and contact numbers.</li><li>• Created spreadsheets for tracking incoming orders and outgoing shipments.</li></ul>	
<b>Golf Services and Shop Concierge</b> Reserve Club at Woodside   Aiken, SC	11/2022 - 07/2023
Golf Shop Responsibilities: <ul style="list-style-type: none"><li>• Greet members and guests upon arrival and complete the check in process.</li><li>• Document member notes and inquiries.</li><li>• Train workers in company procedures or policies.</li><li>• Resolve customer complaints.</li><li>• Complete online and in person inquiries upon request.</li><li>• Responsible for financial transactions in the pro shop.</li></ul> Outside Services: <ul style="list-style-type: none"><li>• Responsible for opening and closing duties of daily course operations.</li><li>• Document member traffic on course to maintain pace of play.</li><li>• Manage cart returns and preparation for the next use.</li></ul>	
<b>Hotel Front Desk Receptionist</b> Inn at Houndslake   Aiken, SC	05/2021 - 09/2022

- Responsible for scheduling and reservation management through multiple platforms.
- Oversee accounts receivable for front desk transactions from guests throughout stay and check out.
- Greet and provide customer service to guests upon arrival and throughout stay.
- Offer extensive customer support to guests throughout the customer's experience.
- Ensure that the Inn met facility and industry standards.
- Issue keys to guests and usher them to rooms.
- Complete administrative tasks involving research, data collection/imputing, and correspondence.
- Manage conference room booking and prepare space for events/meetings.