**Brittany A. Reagan, SHRM-CP**

2842 Maples Branch Road Phone: 865-292-8530

Sevierville, Tennessee 37876 Email: breagan930@gmail.com

**SUMMARY OF QUALIFICATIONS**

**▪** Excellent interpersonal and listening skills.

**▪** Proven ability to organize and manage projects.

**▪** Outgoing with strong ability to build relationships.

**▪** Ability to learn quickly.

**▪** Knowledge of computer programs, such as Microsoft Excel and Microsoft Access.

**EDUCATION**

UNIVERSTIY OF TENNESSEE, Knoxville, TN

 *Bachelor of Science in Business Administration*May 2019

 Concentration: Human Resources

 GPA: 3.95

Relevant Courses: Writing in the Workplace, Leadership Skills, Managing Human Resources, Compensation and Benefits

OLD DOMINION UNIVERSITY, Norfolk, VA

*Bachelor of Science in Psychology* May 2012

Minor: Human Services

GPA: 3.92

Relevant Courses: Diversity Issues, Interpersonal Skills

TIDEWATER COMMUNITY COLLEGE, Portsmouth, VA

*Associates of Science in Social Sciences* August 2010

Relevant Courses: Introduction to Technology

**AWARDS & HONORS**

Gamma Beta Phi, National Honors and Service Society

Beta Gamma Sigma, International Business Honor Society

Summa Cum Laude, Old Dominion University

Tau Sigma National Honor Society

Golden Key International Honour Society

Dean’s List Spring 2011-Spring 2012, Old Dominion University

Dean’s Perfect Scholar Fall 2011- Spring 2012, Old Dominion University

Emily and Christine Maria Grant Recipient

Dean’s List Fall 2009-Summer 2010, Tidewater Community College

**WORK HISTORY**

AVANT, Oak Ridge, TN

*Talent Operations Analyst* May 2018-Present

* Provided assistance to employees on HR related questions and concerns.
* Provided consultative services by advising employees.
* Partnered with managers to address employee issues/concerns.
* Provided performance reviews.
* Maintained personnel files and databases.
* Participated in developing and implementing employee engagement strategies.
* Responsible for the onboarding process of all new hires.

BLOCKBUSTER, Virginia Beach, VA

*Customer Service Representative* January 2009-May 2011

▪Provided excellent customer service.

▪Organized and priced merchandise.

▪Maintained clean working and shopping environment.

▪Initiated conversations with customers in order to suggest merchandise.

GOLD KEY RESORTS, Virginia Beach, VA

*Hospitality Associate*  March 2008- October 2008

**▪**Provided excellent customer service in fast paced environment.

**▪**Checked guests into hotels and assigned sales associates to each guest.