

BRIANA SEIDLE

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Summary

Multicultural professional expertise in Customer Care and Retail Management. Real go-getter with a pleasant attitude and well-developed interpersonal skills.

Skills

- Scheduling
- High-energy attitude
- Proficient in MS Office
- Time management
- Resolution-oriented
- Staff training and development
- Strong communication skills
- Organizational strengths

Experience

Duane Morris LLP |
Philadelphia, Pennsylvania
RECEPTIONIST
01/2020 - Current

- Organizes and coordinates legal meetings including client meetings, interviews, arbitrations and depositions; Receiving clients and visitors and maintaining good public relations with clients; observe confidentiality of attorney/client relationships; Preparing and managing correspondence via phone and email; Work with others interdepartmentally or intradepartmentally; Select and review all catering orders, set-ups, and invoices.

Sonesta Hotel Rittenhouse Square |
Philadelphia, Pennsylvania
**LEAD GUEST SERVICES
REPRESENTATIVE/GROUP
RESERVATIONS COORDINATOR**
08/2018 - 01/2020

- Process guest arrivals and departures, including all necessary payments; Manage and coordinate room assignments, pre-arrivals and groups; Manage guest concerns; Offer referrals for outside services; Assist other departments as needed; Maintained updates and requests with group contacts

Quantum Medical Supply |
West Palm Beach, FL
**CUSTOMER SERVICE
REPRESENTATIVE/DATA ENTRY**
06/2016 - 07/2018

- Assist patients with applications, updates on order progress, and any other concerns; Place orders, as well as communicate with manufacturers for follow ups; Input data received from manufacturers into the company system regarding orders

Education and Training

Santaluces Community High School | Lantana, FL
HIGH SCHOOL DIPLOMA
Graduated in 2011

Community College of Philadelphia | Philadelphia, PA
Associate of Arts in Business Administration and Management
Transfer in 2022

Temple University Fox School of Business | Philadelphia, PA
BACHELORS of Business Administration
Expected in 2025

Interests

Enjoy reading and learning about different aspects of life and various topics.