

BRIANNA HEIM

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SKILLS

Computer Skills: Microsoft Suite, Google Suite

Languages: Spanish (Fluent)

Attention to Detail

Budgeting

Public Speaking

Customer Service

Writing

PROJECTS

“Creative Communications” - National publication, only the top 45% are published.
Publication Year(s): 2012 & 2016

“Anthology of Poetry by Young Americans” - National publication, Approximately 55% of the submissions are selected for publication.
Publication Year(s): 2012 & 2014

The Ramblings of a Hispanic Christian Teenager Series-self-published poetry books available on Amazon.
Publication Year(s): 2020 & 2021

EDUCATION

MONTCLAIR STATE UNIVERSITY, Montclair, NJ May 2022
B.S. | Business Administration, Concentration: Management

HUDSON COUNTY COMMUNITY COLLEGE, Jersey City, NJ May 2020
A.S. | Business Administration | 3.6
• Dean’s List (4 semesters)

EXPERIENCE

HUDSON COUNTY COMMUNITY COLLEGE August 2019 – Present
Office Assistant | Jersey City, NJ
• Ensure accuracy of academic and financial records of 2,500 students by managing class registrations
• Translate course information to 1,000 students who primarily speak Spanish
• Compile research for marketing projects for potential courses and enrollment purposes

D&F DELI AND LIQUORS September 2018 – August 2020
Deli Worker | Kearny, NJ
• Managed customer service by taking orders and fulfilling purchases to increase customer satisfaction and store’s profits

LEADERSHIP AND HONORS

AMERICA NEEDS YOU
Fellow | 2019 – Present
• Selected as one of 75 first-generation college students in New Jersey to serve in a 2-year career development and leadership training program

STUDENT GOVERNMENT ASSOCIATION

Director of Communications | 2018 – 2020
• Increased participation and awareness of 500 students by maximizing marketing efforts on social media and through promotional materials

BUSINESS AND ACCOUNTING CLUB

President | 2019 – 2020
• Hosted 5 business-related workshops for members to gain more educational opportunities

VOLUNTEER

GOLDMAN SACHS LOCAL COLLEGE COLLABORATIVE

Participant | 2019 – 2020
• One of ten students selected for a highly competitive program aimed at building career readings through a six-month case challenge team project
• Acted as a consultant for a Fortune 500 company in the building materials industry with a marketing strategy deliverable focused on reimagining current practices, expanding market reach and increasing growth opportunities of sustainable products
• Trained by Goldman Sachs coaches on networking skills, professionalism, and public speaking

