

Brittnee Fauver (She/Her)

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Goals

My goals are to gain a Masters degree in Education and become a Learning Specialist to help children who have learning disabilities. I would be advocating and teaching them.

Skills

My skills include but are not limited to: Microsoft Office, CRM Systems, Program Evaluation, Ethical and Professional Conduct, Zoom, Microsoft Teams, Reporting and Analysis, and Written Communication

Experience

November 2023 - PRESENT

Risepint, Remote- Student Support Specialist

- Manage a caseload of 200+ Social Work students seeking enrollment at the University of Kentucky, providing comprehensive advising and support throughout the application and enrollment process.
- Coordinate with cross-functional teams (marketing, enrollment, training) to resolve process gaps leading to improved student experience, and increased student retention.
- Exceed company application to start goals by 15% by optimizing Salesforce CRM software to track and analyze student data, identifying trends and implementing targeted communication strategies.
- Stay up to date with industry trainings, including reporting, confidentiality, and customer service.
- Stay informed about academic program offerings, admission policies, and institutional policies to communicate accurate information to prospective and current students.

–Career Break–

I took a career break from 2021 to 2023 to focus on completing my Bachelor's degree, which enabled me to graduate with honors and within 3 years instead of 4. I was hired for my current position 1 week after graduating with my bachelors.

August 2019 - June 2021

Eastmont Auto Sales LLC, Johnstown PA- *Lot Manager*

- Coordinated daily, weekly, and monthly schedules, organizing meetings and appointments
- Composed, prepared, and compiled reports with attention to detail
- Managed document filing and organization to ensure efficient access and retrieval
- Welcomed and assisted clients, ensuring a positive and professional experience
- Performed duties as a Lot Associate for an impound car lot, overseeing vehicle inventory and ensuring proper lot organization
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June 2019 - August 2020

Sheetz, Johnstown PA- *Sales Associate*

- Served as a hospitality ambassador by greeting customers and using the provided POS systems
- Prepared food and beverages in a fast and friendly manner to the customers expectations
- Followed proper food, beverage, and safety protocols to ensure quality and satisfactory products
- Insured compliance with applicable age restricted product regulations such as tobacco and alcohol

April 2017 - August 2017

Goodwill Industries- *Internship at Miller's Auto Body*

I interned through Admiral Peary Vocational Technical School and Goodwill industries to work with Miller's auto body to gain automotive and body repair experience.

- Met learning goals per my vocational school
- Remodeled a motorcycle trailer which included rust removal, paint, stripping body filler refinishing, and install electrical and other metal framing components
- Worked alongside two auto body technicians on customers' vehicles, helping me gain valuable skills and techniques.

Education

August 31st 2020 - October 24th 2023

Southern New Hampshire University, Manchester NH - *Bachelors of Arts*

Bachelors of Arts in Psychology, Minor in Mental Health

Certificate in Data Literacy in Psychology ++

3.7/4.0 GPA

Class of 2023 - Cum Laude

August 31st 2013 - May 7th 2018

**Conemaugh Valley Jr/Sr High School / Admiral Peary Vocational Technical School,
Johnstown PA / Ebensburg PA** - *High School Diploma / Technical Certificates*

General Academics - Conemaugh Valley, 2014 -2018, Class of 2018

ASE Student Certification in the area of Collision,, Pennsylvania Skills Certificate in Auto
Body/Collision and Repair Technology/Technician - Admiral Peary, 2016 - 2018, Class of 2018