



# BRIANNA BUTLER

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## PROFESSIONAL SUMMARY

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Focused and knowledgeable professional offering excellent problem-solving skills, natural leadership talent, and project management skills. History of smoothly achieving project milestones by overseeing each stage and coordinating resources necessary to meet every target.

## SKILLS

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- Project management
- Good time management
- Manage schedules
- Lead a positive work environment
- Lead teams
- Monitor performance
- Prepare reports

## EXPERIENCE

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### **Project Lead, Hickman Family Farms**, Mar 2020 - Current, Tonopah, Arizona

Responsibilities for a project lead include, but not limited to:

- Defined project scope, goals, milestones, deliverables, detailed tasks, and requirements from management.
- Established, scheduled, coordinated, supervised, and documented testing and corrective actions.
- Motivated team members to continuously improve performance and meet ambitious goals.
- Developed and managed annual and project-specific budgets to maintain financial targets.
- Met deadlines by managing time effectively to complete multiple tasks.

### **Independent Distributor, It Works**, Apr 2014 - Apr 2016, Prescott , AZ

- Quickly resolved customer complaints to maintain satisfaction and loyalty.
- Worked with customers to understand and meet unique product needs.
- Created efficient business strategies based on in-depth analyses of customers' needs and territory competitor activities.
- Addressed customer complaints, proactively seeking resolution to promote repeat business.

### **Laborer, Applied Custom Coatings**, Jan 2007 - Oct 2011, Mesa, AZ

- Loaded and unpacked parts and supplies and distributed them to appropriate locations.
- Communicate with the supervisor and team members to complete jobs on schedule.

- Finished all tasks and job duties, adhering to deadlines to avoid delays.

## **EDUCATION**

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