

# Brianna Murray

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## PROFESSIONAL SUMMARY

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Creative and detail-driven marketing professional with experience in event coordination, client relations, and brand execution. Known for leading teams, managing campaigns and projects with precision, and delivering impactful results through organization and creative problem-solving. Passionate about branding, social media strategy, and customer experience.

## EXPERIENCE

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### Wedgewood Weddings

Banquet Captain | Operations Manager

May 2023 – Present

- Coordinated and led over 350 events, ensuring seamless execution for up to 280 guests per event
- Trained and managed event staff to uphold Wedgewood's quality, service, and professionalism across multiple venues.
- Collaborated with vendors and clients to create branded, memorable event experiences aligned with client goals.
- Delegate tasks, manage timelines, and run errands as needed to support smooth operations.
- Enhanced guest satisfaction through tailored service and strong brand representation.

### Premier Aquatics

Recreation Lead | Front Desk Attendant

May 2023 – October 2023

- Managed scheduling, front desk operations, and client communications, including handling inquiries and registrations with strong written and verbal skills.
- Oversaw recreational programs and events, ensuring safety, customer satisfaction, and organized setup for community outreach activities.
- Handled administrative tasks and miscellaneous support, demonstrating initiative and a willingness to assist with team needs.

### Chipotle Mexican Grille

Cashier | Team Member Trainer

May 2021 – September 2022

- Trained new employees on brand standards, customer experience, and communication to ensure service quality.
- Multitasked while providing positive client interactions and supporting team operations.

## EDUCATION

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### California State University, Fullerton

B.A. in Business Administration, Marketing | GPA: 3.4

Aug. 2022 – Present

### Aliso Niguel High School

Valedictorian | GPA: 4.13

Aug. 2018 – May 2022

## SKILLS

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- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro)
- Google Analytics & SPSS
- Event Planning & Coordination
- Administrative & Office Support
- Customer Service & Client Relations
- Team Leadership & Training
- Valid Driver's License, Reliable Transportation, and Flexible Part-Time Availability

## AWARDS

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- President's Honor Roll, CSU Fullerton
- Lion's Heart Gold Level Volunteer Award