

BRIANNE THOMA

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PROFESSIONAL EXPERIENCE

RADIO FLYER (LaSalle Network Contract) | Chicago, Illinois

Warehouse Clerk/Front Desk coordinator

March 2023 – Present

I've additionally taken on new responsibilities within the Build A Product customization line, printing shipping labels, prepping orders and creating customized accessories for wagons, Tesla battery op cars, trikes, and scooters using Adobe Illustrator, Roland vinyl cutter, heat press, and a UV printer. Troubleshooting errors in warehouse organization to ensure smooth and accurate picking process. Using a combination of Magento, JDE, and FoxFire software.

Front Desk Coordinator

November 2022 – March 2023

December 2021 – February 2022

Responsible for greeting and coordinating visitors daily. Directing 50-100 calls per day to requested department. Data entry, pulling voicemails, heavy Excel use. Daily calendar organization using Outlook and mail distribution. Coordinating outgoing mail as requested. Weekly supply ordering for main office, café and warehouse break rooms. Assist with prepping and executing company events throughout the year. Support finance, marketing, customer service, and warehouse teams with additional projects as requested. Reporting unauthorized use of Copy Righted material. Fraud monitoring using KOUNT. Filing UPS Claims. Opening/closing employee café and front office area at start and end of work day.

ARIGATO MARKET | Chicago, Illinois

June 2019 – November 2022

Sales and Operations Associate - Catering Start Up

The face and voice of the company when independently out at breweries. Ensuring friendly customer service and upholding clean food practices and presentation trained by head Chef and owner, Brett Suzuki. Introduced organizational tools and ideas to help with efficiency of off-premise catering pickup process. Responsible for pickup, setup, sales, service, teardown and drop off of food and equipment for off-premise catering.

LASALLE NETWORK | Chicago, Illinois

March 2022 – August 2022

Researcher

Sourcing from LinkedIn and scanning through Bullhorn profiles to find and call strong candidates in order to schedule zoom interviews with Project Managers. Strive to hit daily metric goals of at least 70 calls and 3-6 schedules a day. Uphold professional yet friendly rapport and correspondence with current, potential, and or new candidates via phone and email. Update candidate profiles as we learn new information. Attention to detail when scheduling amongst 15 separate calendars. Deciphering which team each candidate fits best.

WELLNESS ON ONE | Chicago, Illinois

May 2021 – March 2022

Covid Compliance Officer

Supervise compliance to Covid safety protocol of crew and talent on film, TV, commercial, and photoshoot sets. Administers nasal rapid and on occasion PCR tests on crew and talent of all ages. Organized paperwork and tracks test supplies. Ensure safety of everyone on set especially young/unvaccinated talent with temperature checks upon arrival and providing PPE (ie: masks, shields, sanitizer, gloves, etc.). Uphold cleanliness with periodic sanitation of shared spaces.

NEW TRIER HIGH SCHOOL | Winnetka, Illinois

January 2019 – May 2021

Instructional Assistant - Special Education

Skilled professional providing attentive, high quality care to young adults with special needs in a stimulating environment in which the students develop independence in the community and on a job site. General responsibilities include transporting students to and from community jobs, supervising and assisting as needed on the job site, recording progress and reporting back to case managers, as well as teaching and assisting with life skills in the classroom.

KESHET/ MY LIFE | Highland Park, Illinois

June 2017 – January 2019

DSP / Life Coach -Special Needs Residential Facility

Caring for and assisting adults with special needs during activities of daily living such as mealtime, personal hygiene, departure to work, and banking. Responsibilities also included administering medication to clients and weekly medication maintenance, including calling in and picking up prescriptions. Assisted supervisor by participating in conference calls of client's medical teams and parents, daily scheduling for clients, setting up transportation, communication between parents, staff and admin, and maintaining kitchen/supply cabinet inventory.

SOUTH WEST COOK COUNTY COOPERATIVE | Oak Forest, Illinois

February 2014 – June 2017

Paraeducator - Special Education

Responsible for assisting Teacher with classroom prep: copying and filling out paperwork, laminating, calling/ emailing and setting up field trips. Student care included one-on-one assistance of student during their classroom activities, and during activities of daily living, lifting/assisting students in and out of equipment, bathrooming, and keeping students engaged and on schedule throughout the school day.

PROJECT EXPERIENCE

Lions Gate, Chicago, IL

- *Power Book IV: Force, Season 1 (TV series)*
Production Assistant, Costumes

2021

Wellness On One, Chicago, IL

- **Various Productions** (*still and motion*)
Covid Compliance Officer

2021

Low Moon Productions, Chicago, IL

- *GiMe! - Xarxay (music video)*
Makeup
- *Just Enough - Liska Steele (music video)*
Makeup

2019

2019

20th Century Fox Television, Chicago, IL

- *Empire, Season 5 (TV series)*
Production Assistant, Wardrobe

2018

Carly Glenn Productions, Chicago, IL

- *Booked It (short film)*
1st Assistant MUA to Mary Gordon

2018

EDUCATION

Tribeca Flashpoint College, Chicago, Illinois

Moraine Valley Community College, Palos Hills, Illinois

PROFICIENT

- MS Office: Excel, Outlook, Word, Powerpoint and Teams
- Google Workspace: Calendars, Mail, Drive, Sheets, etc.
- Zoom
- Mac and PC
- Adobe Premiere Pro
- Photoshop & ProCreate

PERSONAL STRENGTHS

- Ability to Prioritize and Handle Multiple Projects
- Excellent Organizational Skills
- Strong Customer Service
- Work Well Under Pressure and Independently
- Professional Demeanor
- Strong Work Ethic

REFERENCES

Katie Cannon: (847) 504-6729, KCannon@radioflyer.com

McKenzie Morrell: (541) 227-3028, morrellm@newtrier.k12.il.us

Brett Suzuki: (917) 386-4408, bssuzuki@gmail.com