

BRANDON STOTTS-NAY

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PROFILE

Motivated administrative support professional with experience working for two executives in a fast-paced environment. Proven strong organizational, technical, and interpersonal skills. Highly trustworthy, ethical, and accustomed to handling confidential records as well as working in a high stress atmosphere.

EDUCATION

Associate of Arts, Business August 2014

Salt Lake Community College

- Major: Business with emphasis in Human Resource Management
- Institutional Honors, GPA: 3.77
- Related course work: Human Resource Management, Employment Law, Stats, Managerial Accounting, Communication, and Macroeconomics

SKILLS & ABILITIES

Human Resources

- Issue formal offer letters when General Managers (GMs) are promoted and reconcile relocation expense reports pertaining to their advancement.
- After each GM's annual review, complete a status change to increase their salary while maintaining their personnel file throughout the year.
- Perform various and complex duties within the software program Kronos for personnel ranging from region leaders, GMs, and their assistant managers. Work closely with payroll processors to insure that all information in Kronos is accurate for processing.
- Recruitment and training of new theatre employees; on-going training and counseling of current employees.
- Handles details and work of a highly confidential and critical nature.

Leadership

- Perform administrative and secretarial functions for the dual regional offices including receptionist duties, scheduling meetings, maintaining calendars, travel arrangements, creating detailed reports, editing emails and memorandums, and document filing.
- Proficient in the Microsoft Office Suite including Word, Excel, PowerPoint, Outlook, Publisher, and SharePoint.
- Expert and mentor relied upon as a vital source of information pertaining to computer software such as PeopleSoft, XenoSoft, Kronos Workforce Central, and Concur (travel arrangements/expense reports).
- Daily use of general office equipment such as: printers, scanners, fax machines, etc. Responsible for ordering supplies as needed.

Management

- Actively developing training materials and curriculum utilized bi-annually at general and regional training conferences.
- Continually creating instructional documents for newly promoted GMs.
- Expected to keep managers up to date for newly emerging priorities such as company-wide product recalls.

EXPERIENCE

Regional Administrative Assistant

July 2010 to Present

Cinemark

- Administrative support for two regional leaders covering 5 states, acting as the point of contact coordinating between each regional leader and 34 theatres under their jurisdictions.
- Creating monthly profit/loss reports and generating revenue reports using Excel with data from PeopleSoft.

- Booking travel arrangements including airfare, hotel, rental car, and reconciling the regional leaders travel expenses, ensuring proper budget coding.
- Assisting with creating and managing of 34 separate theatre budgets.
- Reconciling the Summer Movie Clubhouse profit/loss and determining each manager's commission bonus and assessing to see if that program was profitable.
- Complete the Manager Bonus Programs for all GMs twice a year.
- Collecting, compiling, and correlating the quantitative survey data from the 34 theatres to submit to regional leaders for review.
- Prepare the two region's individual training presentations for the annual General Manager Convention.
- Consistent and sole resource for region leaders, providing answers to their questions regarding progress and other pertinent data particular to their regions.

Senior Assistant Manager *Cinemark*

November 2007 to
July 2010

- Opening and closing operations manager for entire theatres including money reconciliation, daily reports, and nightly/weekly inventory.
- Responsible for weekly inventory ordering.
- Maintained the weekly employee and movie schedule.
- Worked with General Manager to prepare the theatre's yearly budget.
- Successfully opened new theatre and was extensively relied upon to ensure top quality service from staff and fellow assistant management.

Customer Service *Cinemark*

October 2005 to
November 2007

- Box Office Cashier: Sell movie tickets to guests, handling of large sums of money, answer inbound phone calls.
- Usher/Projectionist: Greet and inform guests on the location of their auditorium, clean auditoriums after shows, and thread and starts shows on time.
- Concession: Responsible for snack bar quality and sales.

REFERENCES

Wendy King
General Manager – Cinemark
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(801) 564-0163

Phil Garrison
General Manager – Cinemark
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(916) 759-4197