

2020

**701 Brazos St.
Ste 1616
Austin TX 78701**

Bridget N. Hull

[EXECUTIVE MANAGER]

This Business Resume is my most current summary of educational and work background information. Also mentioned are personal facts, club/organizational connections, with both professional and casual memberships listings. Please feel free to contact me with any and all questions or comments you might have. References and salary are available on request.



Greetings!

I hope this resume finds you well and eager to start building personal and professional goals! Last year's achievements are in the books and this gives us a great perspective to begin with our best foot our. It is my goal to help more people than last year grow, by moving myself forward with new endeavors and opportunities for the future. I am excited for the opportunity to meet up with new fantastic people who inspire those around them.

If you have any questions & want to speak in person or via Zoom, please feel free to contact me via email or at

cell phone number listed below. Looking forward to hearing from you!

Cheers!
-Bridget Hull

BRIDGET N. HULL

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Austin, TX 78701

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CAREER PROFILE

Entrepreneur & executive professional offering versatile office management skills and proficiency in leadership and group exercises. Strong event planner and problem solver with ability to adapt to change, work independently, and exceed expectations. Possesses an ability to juggle multiple priorities and meet tight deadlines without compromising quality, with exceptional public speaking experience. Adapt in interpersonal relationships, which build solid teamwork and delivers quality results.

AREAS OF COMPETENCIES

Office Operations/ Management
Social Media Creation/ Management
Financial Spreadsheets/Reports
Event Planning/Management
Multi-Calendar Coordinator
Travel Coordination

Banquet Coordinations
HR Policies
Payroll & Insurance
Fundraising & Investments
Executive Support
Computer Maintenance

EDUCATION

American InterContinental University

Bachelors of Arts in Business Management

Concentration: Medical Coding and Billing

Feb 2010

Little Rock, AR

COMPUTER SKILLS

MS Word
MS Excel
MS PowerPoint
CRM Management
Social Media Platforms

MS Outlook
Hardware to Software
MS Project
Mac OS X
MS Publisher

WordPress Development
Photo File Editing
QuickBooks Accounting
HubSpot Applications
Time Clock Systems

PROFESSIONAL EXPERIENCE

Founder - CEO

websitesbybridget.com

Responsibilities:

Nov '19 – Present

Austin, TX

- Building off an award winning brand for Realtors, Bridget has focused branding and marketing content into helpful seminars for ALL other entrepreneurs to grow their own business through proven methods that drive organic leads up and produces higher ROI.
- Providing Mentorship and guidance to local women groups and hosting learning sessions for business growth and stabilization. Connecting entrepreneurs to local funding sources.
- Developed proven methods for increased engagement between clients and businesses to strengthen company bottom lines and increased profits.
- Encourages increased interactions between businesses and community organizations through curated content deployed through social media campaigns. This strengthens community bonds.

- Hosts monthly networking meetups for education on social media and business development practices. Encourages small business connectivity & growth through networking and learning!
- ***Yes! I am/have been a self-starter for over a decade & your team would benefit from my experience with ALL aspects of building business systems & strategies.***

Social Media & Marketing / CoFounder

Jan '16 – Oct 2020

ListingVillage LLC.

Little Rock, AR

Responsibilities:

- This start-up is the culmination of years of hard work by the Desk Agent team into a popular realtor application, which is used by licensed agents to properly market themselves in an ever evolving digital market. This is a self built business with bootstrap, personal funding.
- Organizing marketing events and distributing information packets for effective campaign goals and chart-able growth.
- Attended startup events and participated in public speaking to ensure a well received message and further business commerce with locals and those out of the region.
- Worked over time to secure funding totalling over 500k in venture and grant capital.

Selected Contributions:

- Contributing team member for new accounts growth which had a sign up bonus growth of 982% from last year's starting numbers. New client winning team from social media and networking campaign goals. Total Overachiever.
- Capital Factory Accelerator Incubator team member. Involved in pitch process and fundraising.
- Currently still helping the team with marketing and branding strategies in Austin, TX.
- **Team currently seeking 2020 Funding round.. YAY US!!**

Executive Office Management / CoFounder

March '13 – Dec. 2017

Desk Agent Inc.

Little Rock, AR

Responsibilities:

- Quickbooks Accounting for creation of invoices, tracking expenses, monthly reconciliation of business bank account. Manages business and credit accounts for the company.
- Marketing and Advertising for printables, meeting with clients to ensure business communications on sensitive documents. Customer service awareness on all clients and projects throughout the business. Attend Chamber of Commerce meetings.
- Database entry. Working with spreadsheets and data to ensure correct information is obtained and entered the system for quality control.
- HR - Oversees employee and contractor pay. Handles benefits and tax payments for state and federal as well as quarterly payments. This is a couple built & self-funded business

Selected Contributions:

- Organize office events, set and ready networking and promotional venues for guests ranging from private groups of ten or fewer to large gatherings for 50 or more.
- **BUSINESS SOLD AS MERGER WITH LISTINGVILLAGE TEAM. YAY US!!**

Human Resources / Office Manager

March '10 – March '13

Arkansas Protection & Alarm Services

Little Rock, AR

Responsibilities:

- Manage all aspects of daily billing, bookkeeping, accounts receivable and office management. Collected monthly employee expenses for reimbursements. Paid Accounts payable through Quickbooks accounting software. Added and removed employees from benefits & insurances. Interacted with customers and returned vendor issue calls. Installed Webportal payments.

Hospitality Consultant

AT&T COMMUNICATIONS

Dec '08 – March '10

Little Rock, AR

Responsibilities:

- Manage issued bank and return according to AT&T standards. Participate with and adhere to AT&T regulations and standards to ensure a safe and memorable experience for guests and coworkers alike.
- Participated in sales calls and one-on-one customer interactions to increase over all approval ratings.
- Other duties such as reservation coronations, phone answering services, and light paperwork for our accounting records are necessary as well.

Selected Contributions:

- Gained experience to fully understand and appreciate hospitality on a commercial and business basis. Understanding what a guest/client needs before they do will allow a business succeed and go beyond the basics when meeting customer satisfactions.

Office Manager

Re-Max Consultants

Jan '06 – Dec '08

Little Rock, AR

Responsibilities:

- Handled multifaceted clerical tasks (e.g., data entry, filing, records management, billing and 9 line phone system) as the assistant to the registrar and admissions offices.
- Tracked and maintained office supplies, completed orders and stocking when necessary.
- Responded to client emails and/or other general information question calls and queries.
- Coordinated travel arrangements, maintained databases and ensured the delivery of premium service to administration.
- Quickly became a trusted assistant known for “can-do” attitude, flexibility and high-quality work.

Selected Contributions:

- Communicated effectively with multiple departments to plan meetings and prepare welcome packages for new customers and representatives.
- Established strong relationships to gain support and effectively achieve results.
- Helped coordinate dozens of recruitment events (average of 12 large gatherings per year) that contributed to consistently high enrollment levels.
- Entrusted with building and business keys to manage the office in the supervisor’s absence.
- Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official school correspondence.
- Co-developed comprehensive, 20-page training manual that enabled faster ramp-up for newly hired staff.
- Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service.

Archival Team Member

Oct '03 – April '05

Ozark Folk Center

Mountain View, AR

Responsibilities:

- Create and maintain digital records from reel, create and manage backup copies plus log books, photo copy delicate materials such as sheet music and/or small art, catalog books or other reading materials, and manage work day time efficiently to accomplish duties and tasks.
- Managed and maintained personal work space while communicating with other team members to track and reach office goals and production deadlines.
- Completed Historical research to ensure quality of preserved artifacts and documents.

Selected Contributions:

- Volunteered to work outside of the normal office in archive building to set-up, track and archive growing numbers of logged materials from production lines.

REQUIREMENTS

SALARY & BENEFITS

- Salary is negotiable upon base starting range with agreement of future advancement within the company guidelines.
- 401K Benefits may not be available; however self-investment options are requested through payroll.
- Insurance for medical, dental & vision options are requested after the probationary starting period.

Volunteer Experience & Board Memberships

CLUBS AND ORGANIZATIONS

- **YNPN - Board Member 2018- Present**
 - **Networking Chair Elect 2019**
 - **DDG Fundraiser Chair Elect 2020**
- **The Little Rock Club Board Member 2015 -2018**
 - **Board Treasure Elect 2017 - 2018**
- **Junior League of Little Rock Member – JLLR since 2012 -2015**
 - **Advocacy Committee Member and Registered Nonpartisan Lobbyist 2014**
 - **Logistics Committee Chair Elect : Children’s Event Holiday House 2013**
- **Little Rock Historic Society Member since 2010 – Curran Hall Chapter**
- **eStem Charter School - SPTA Member 2009 2019**

PROFILE LINK: [HTTPS://LINKTR.EE/BIZBYBRIDGET](https://linktr.ee/bizbybridget)