

Bryan Glover

Administrative Assistant

Balancing a job while attending classes as a full-time student is not easy. Only through relentless focus and prioritization is it made possible. I'd like to use those abilities to work with HashiCorp to streamline organization processes as an administrative assistant.

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📍 Houston, TX

🌐 /in/bryan-glover-14

Work Experience

GAP Clothing

Retail Sales Associate

2018 - current | Houston, TX

- Quickly built relationships with customers through clear communication and exceeded sales targets in 3 out of 4 quarters
- Converted 1,200 customers to sign up for the Nordstrom loyalty program, exceeding targets of 800 sign ups
- Maintained an active knowledge of the product catalogue and store layout to quickly answer any customer questions

Projects

Student Investment Club

Vice President

2019 - 2020

- Elected to be Vice President of the student investment club on campus
- Scheduled bi-weekly meetings and coordinated with investment financial leaders from the local community to be guest speakers
- Gathered investment data to track the performance of student portfolios

Skills

- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Financial Accounting (QuickBooks)
- Financial Reporting
- Scheduling and Organization
- Data Analysis

Education

Associates Degree, Business Administration

University of Houston

2018 - 2020 | Houston, TX | GPA: 3.4

Relevant courses: Microeconomics; Macroeconomics; Financial Accounting; Managing and Leading in Business; Principles of Management