

Brandon Slovacek

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EDUCATION

The University of Texas at Austin

Austin, TX

Bachelor of Science (B.S.) – Corporate Communications

Graduated: May 2019

- **Certificate in Business Foundations (General Track)**
- **Relevant Coursework:** Social Media & Organizations, Nonverbal Communication, Theories of Persuasion, Organizational Communication, Marketing, Statistics in Market Analysis, Network Analytics, Micro/Macro Economics, Accounting, MIS, Finance, Business Law, Differential Calculus, Visual Media & Interaction

WORK EXPERIENCE

Marriott International

Austin, TX

Content Management Specialist

July 2019 – Current

- Manage content of 15+ Marriott brand sites through WordPress
 - Follow established Jira workflow of daily content updates
 - Support unique brand campaign launches with marketing teams
 - Support migration of brand sites from WP 1.0 to WP 2.0
 - Contribute to translation process of brand site content for 7+ languages
 - Support copy-editing of written content, implementing design changes, managing media assets, reporting defects, & editing HTML
 - Audit sites & provide detailed reports for design updates
- Weekly brand statistics reporting
- Assist in training of new team members & contribute to training materials

University of Texas Recreational Sports

Austin, TX

Building Coordinator

December 2016 – May 2019

- Supervise student staff & daily operations of Gregory Gymnasium
- Assistance with special events & administrative duties

Nefab Americas

Coppell, TX

Accounting & Finance Intern

May 2017 – August 2018

- Assist CFO & Accounting Manager with month end close, A/P invoice entry, A/R & clerical duties
- Other Projects: 5472 tax form, MU/SU split reporting, Salesforce organization, CT implementation, HR audit, marketing sample project, asset research, implementing new ERP system (Microsoft AX), MasterControl quality research, organize corporate finance retreat
- Facilitated the re-organization & administration of Concur (expense reporting system)
 - Train regional finance managers in administration of Concur
 - Monitor expense reports & analyze data
 - Develop visual & written content to help train new employees

SKILLS

Technical Skills: Microsoft Suite (Word, Excel, PowerPoint, Publisher, Photoshop), ERP Systems (Microsoft AX & Sage 100), Social Media Analytics (Quintly & SocialBakers), Salesforce, Concur, MasterControl, SQL, HTML, R program, WordPress, Jira

Languages: Intermediate proficiency in Czech & beginner proficiency in Spanish