

# Brandon Slovacek

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## EDUCATION

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### The University of Texas at Austin

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

**Austin, TX**

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

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### Marriott International

*Content Management Specialist*

**Austin, TX**

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

*Building Coordinator*

**Austin, TX**

December 2016 – May 2019

- Supervise student staff & daily operations of Gregory Gymnasium

- Assistance with special events & administrative duties

### Nefab Americas

*Accounting & Finance Intern*

**Coppell, TX**

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

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**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