

Corinna Barrett, MBA

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Education

- 2009 MBA University of Nebraska-Omaha, Omaha, NE**
Business Administration
- 2016 BA University of Nebraska-Lincoln, Lincoln, NE**
Business Administration

Professional Experience

Operations Manager, Gretchen Swanson Center for Nutrition (GSCN)
Omaha, NE | August 2017 – Present

- Serve as Executive Assistant to the Executive Director
 - Manage calendar and scheduling requests. Coordinating schedules of meeting participants
 - Manage details associated with Executive Director’s meeting and conference schedule including coordinating and booking travel, creating itineraries, printing materials, and creating invoices
- Maintain and update GSCN’s Employee Handbook, Team Operating Manual, and Strategic Plan
- Monitor timesheet program including running reports for personnel and project time allocations, tracking employee PTO and quarterly reporting
- Enter and track all expenses for both projects and GSCN expenses
- Reconciliation of credit cards
- Conduct invoice and expense documentation review for projects
- Manage and maintain the Concur travel & expense program which includes making travel arrangements, preparing travel expense & reimbursement reports and logging receipts
- Manage GSCN’s information technology assets: managing email accounts, purchasing software, maintaining licenses, etc.
- Maintain and continually update GSCN’s electronic filing system
- Coordinate important events and meetings by preparing rooms, printing materials and arranging catering services
- Provide general office support: serve as initial point of contact; answer phones; receive/sort mail, manage key card access, running errands

Professional Experience (Continued)

Staffing Manager, Robert Half
Omaha, NE | September 2016 – July 2017

- Business Development:

- Developed and grew my personal client base and built client relationships by marketing our services for temporary and temporary to full-time staffing solutions
- Connected and marketed to current and potential clients via telephone as well as conduct in-person meetings with key hiring manager to senior-level executives
- Recruiting:
 - Followed all steps of the hiring process including, but not limited to, ensuring completion of new-hire paperwork and conducting reference checks
 - Sourced, recruited, interviewed and matched skilled professionals with clients' projects, temporary assignments and temp-to-hire opportunities
 - Provided on-going communication and career guidance to candidates through coaching and training
 - Managed and operated a matrix of skilled candidates for future placements
- Placement:
 - Selected well-matched candidates to fulfill client job orders
 - Weekly follow up with client and candidate throughout duration of assignment

Director of Basketball Operations, University of Nebraska-Omaha
Omaha, NE | August 2014 – May 2016

- Provided administrative support to the women's basketball program, staff and players
- Planned and coordinated all aspects of team travel for away contests; created travel itineraries, coordinated transportation, hotel arrangements, meals, practice sites, etc.
- Created and managed team calendar and updated as necessary to include class schedules, meetings, events, travel times, etc.
- Actively participated in promotional and public relations activities
- Coordinated and supervised all community service and life skills opportunities
- Ensured appropriate per diems are allocated to players and travel party; reconciled all travel expenses; traveled with team; managed logistics; coordinated problem resolutions
- Planned, organized and coordinated all logistics of the summer camp program; promoted the program by creating and distributing brochures; Ensured expenses are within budget
- Used film exchange software to coordinate all film exchange during the season
- Worked with vendors to order, design logos within the branding guidelines, and distribute uniforms and gear to members of women's basketball program
- Secured facilities on a day-to-day basis for all home and away practice times
- Collaborated with visiting basketball teams to coordinate scheduling of practice
- Managed basketball program budget for travel and equipment
- Served as a liaison to athletic administration, academics, media relations, facilities management, equipment room, weight room, and training room staff
- Assisted visiting teams with game day needs
- Recorded game statistics as required
- Recruited and supervised, practice team members and ball-kids
- Maintained knowledge of laws, policies, rules and regulations governing employees, and the rules of the NCAA and affiliated conferences

Professional Experience (Continued)

Support Specialist, MRCI Worksource
Rosemount, MN | 2012 - 2014

- Worked at a day program and provided services for adults with disabilities
- Developed a clear understanding of each client's background and needs to create daily schedules to help reach individual goals

- Ongoing training to understand client safety needs and surrounds to ensure working environment remains safe
- Administrative duties: Daily charting and documentation to keep client files and records current, scheduling outings and events for clients, and providing support to the team
- Helped develop and carry out clients' work programs and training
- Provided transportation to and from living residence
- Took clients on outings that encouraged community engagement
- Assisted with daily living needs (feeding, toileting, etc.)
- Handled sensitive and confidential information with discretion; adhered and complied to company and government policies

Other Positions Held

- *Online Scorer*; Pearson and ETS, 2014 to 2016
- *Volunteer Coach*; Cannon Falls Area School Girls Basketball, 2013 to 2014
- *Professional Basketball Player*, Australia & Spain, 2011 to 2013
- *Junior Varsity Head Softball Coach*, Cannon Falls High School, 2011 to 2013
- *Student-Athlete*, University of Nebraska-Lincoln Women's Basketball Program, 2006 to 2010