

BRYANNA GOODE

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EDUCATION

The University of North Carolina at Greensboro (UNCG), Greensboro, NC
Bachelor of Science, Information Systems and Supply Chain Management (ISSCM)

May 2017

Louvain School of Management, Brussels, Belgium

March 2017

Study Abroad Program in Global Entrepreneurship

PROFESSIONAL EXPERIENCE

Coldwell Banker Richard Ellis (CBRE), Remote, USA

October 2023 - March 2024

Business Systems Analyst – Common Spirit Healthcare Account

- Facilitates the maintenance and reporting of benchmarks and performance metrics as designated.
- Generates, reviews, and understands reports using the applications, Tableau and Smartsheet.
- Analyzed and audited rental agreements based on terms and conditions.
- Help design, document and maintain system processes.
- Own and develop relationship with partners, working with them to optimize and enhance our integration
- Knowledgeable CRM tools such as Honeybook, Projecto and Kahua.

Coldwell Banker Richard Ellis (CBRE), Baltimore, MD

September 2019 - October 2023

Associate Project Manager – Bank of America Account

- Tracks progress of each project against goals, objectives, approved budgets, approved timelines. Reports status and variances.
- Creates action plans to meet objectives, budget, and schedule.
- Assist 8 Project Managers and Senior Project Managers to manage over 150+ projects like issuing purchase orders and approving invoices.
- Manage the client throughout all phases of assigned projects. Communicate feedback to the team to maintain positive client relations and enhancing existing services.
- Identify project delivery resources from pre-qualified list ; conducts simple request for proposals.
- Manages invoice tracking and provides constructive feedback to vendors.
- Acts as project manager for 14+ minor renovation projects.
- Maintain the quality of all project document/data to assure the integrity of a project.
- Contribute to the success of all KPIs required by the Account.
- Ensures all project documents are “audit ready” for both internal and external audits.
- Assist with the Project Financials, inclusive of accurate forecasting, clearing the projected exposure/variances, and assisting with Budget Worksheets & BCRs

FASCON (NSA Campus), Fort Meade, MD

September 2019 - June 2022

Custodial Technician

- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Followed safety and security calls for NSA procedures throughout the facility buildings.
- Attention to detail and conscientiousness.
- Clean building floors by sweeping, mopping, scrubbing, buffing, and vacuuming.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture, restroom fixtures, counter tops, bathroom stalls, toilets, and urinals, concessions, etc.

Haymaker Technologies, Elkridge, MD

June 2017 – September 2019

Project Coordinator

Responsible for supporting the Site Development Team with tasks related to project site acquisition and management of wireless sites for the DC, Virginia, and Philadelphia regional markets.

- Oversees 250+ small cell site projects for T-Mobile.
- Experience with site selection and site acquisition access.
- Devises and sustains productive working relationships with 100+ project owners, business functions, IT developers, vendors, and other project stakeholders.
- Monitors the project-tracking database and coordinates all team members involved to keep workflow on track and complete 90% of projects on time.
- Facilitates the works of multiple project teams engaged in the establishment and implementation of new projects to support the Project Manager.
- Maintains complete documentation related to all planning procedures, communications regarding the cell sites, and actions taken on each site assigned.
- Prepare and update site status reports/databases, site close-out packages, and attend client meetings or deployment calls as required.
- Collaborates with field personnel to address and solve on-site issues, as needed.
- Supervises installation services performed by technicians throughout clients' facilities.

SIGNATURE STRENGTHS: ACHIEVER•INNOVATOR•LEARNER•CREATIVE•HARMONY