

Rehn Elliott

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Education

College of Humanities, University of Utah

Bachelor of Science, Communication

Experience

Integrated Employer Solutions

Payroll & Insurance Producer

Account Manager

HR Coordinator

Salt Lake City, UT

March 2021- Present

September 2019- March 2021

November 2018- September 2019

- Grow Integrated's client base by meeting monthly sales targets for new business
- Maintain a high-level view of 100+ accounts to ensure success in all service areas including payroll, insurance, employee benefits, and HR services
- Provide HR assistance to clients including grievance investigations, terminations and exit interviews, writing company handbook, and benefit plan management
- Plan and execute anti-harassment and anti-discrimination trainings for clients and their employees

GoWireless- Verizon Retailer

Small Business Sales Manager

Salt Lake City, UT

August 2018- November 2018

- Oversaw the regional business account sales for 55 stores throughout Utah, Nevada, Colorado, and New Mexico
- Trained store employees on business account creation for smooth transactions
- Followed up on new contracts to generate return business to stores

Associated General Contractors of Utah

Communications Director

Salt Lake City, UT

May 2017- August 2018

- Managed all social media accounts, website, newsletters, and press releases
- Oversaw the association's Workforce Development sector. This included serving on local boards, meeting with government officials for grants and education programs, and training construction companies on company culture and growth.
- Promoted construction trades throughout the state at job fairs and local events

Sego Lily Spa

Spa Director

Salt Lake City, UT

May 2014 - May 2017

- Built and maintained a steady clientele for a new spa location in Bountiful, Utah
- Managed staff of 25+ employees, and all day to day spa operations including product inventory, building maintenance, training, payroll, and customer follow-up
- Recruited new estheticians & therapists from top schools to continue growing the business
- Managed website and social media accounts for three spa locations