

Alanna Vance

Reno, NV | 530-605-5766 | alannavance03@gmail.com

Professional Summary

Highly organized, polished, and client-focused professional with experience supporting fast-paced, service-oriented environments. Known for delivering a high-touch client experience, managing complex scheduling, and maintaining strong attention to detail under pressure. Recognized for professionalism, reliability, and the ability to anticipate needs and keep operations running seamlessly. Seeking to support a top-performing real estate professional in a dynamic, luxury-focused business.

Professional Experience

Guest Advisor – Spavia

- Manage high-volume scheduling, client communication, and appointment coordination in a fast-paced, client-facing environment
- Deliver a polished, professional experience while handling sensitive client interactions and requests
- Resolve client concerns efficiently while maintaining composure and strong attention to detail
- Maintain accurate client records and support daily business operations to ensure seamless service

Nanny / Household Assistant

- Manage daily schedules, logistics, and household operations with a high level of reliability and discretion
- Handle multiple responsibilities simultaneously while maintaining organization and structure

Marketing & Administrative Assistant – Sierra Oaks Assisted Living

- Conduct tours and assist prospective clients, delivering a welcoming and professional experience
- Support outreach efforts and marketing initiatives, including social media content
- Manage scheduling, documentation, and administrative coordination

Administrative Assistant – Healthcare Roles

- Coordinated scheduling, documentation, and daily operations in medical environments
- Communicated with clients, families, and providers while maintaining professionalism and organization

Education

University of Nevada, Reno — Bachelor of Business Administration (In Progress)

Shasta College — Associate of Science in Natural Sciences

Core Skills

Client Communication • Scheduling & Calendar Management • Organization • Attention to Detail • Problem Solving • Microsoft Office • Professional Presentation • Adaptability • High-Touch Client Service • Discretion & Professionalism