

Breanna Jayden Young

461 Larry Uteck Blvd., Bedford, NS

(902) 814-7009 | BreannaJ.A.Young@gmail.com

Proficient in:

- Microsoft Office Suite
- Office 365
- Google Ecosystem
- LibreOffice Suite
- Windows 10 & 11
- Linux Fedora
- Sage 50
- Sage 300
- Microsoft Great Plains
- Blackline

Courses in:

- Marketing
- Business Communication
- Organisational Behaviour
- Business Law
- Payroll Administration
- Accounting

About me:

- Experienced in retail operations
- Experienced in sales
- Strong customer service skills
- Strong problem solving skills
- Strong communication skills
- Strong team player
- Skilled with computers
- Quick learner
- Deadline-driven
- Flexible
- Able to multitask
- Detailed
- Thorough
- Dependable
- Reliable
- Eager to learn
- Ability to touch-type

Work Experience

Seaboard Group of Companies

Dartmouth, NS

Apr. 2023 - Present

Accounts Receivable Clerk

- Utilised Microsoft Great Plains
- Utilised Blackline AI Powered cloud accounting software
- Processed payments for multinational shipping and logistics companies from multiple sources

My Home Mercantile

Truro, NS

Sept. 2022 - Apr. 2023

General Associate

- Retail, sales, customer service, returns
- Creating displays & in-store marketing
- Inventory and stock recording
- Daily cash reconciliation & recordkeeping

W. Johnson Tax Services Ltd.

Parrsboro, NS

Apr. 2022 - Aug. 2022

Co-op Student

- Supporting administration of busy accounting and tax preparation office
- Filing documents
- Preparing mailings
- Greeting clients

Pizza Market
General Associate

Truro, NS

May 2021 - Apr. 2022

- General restaurant upkeep
- Working safely with large and potentially dangerous equipment
- Preparing food for sale and consumption
- Daily cash reconciliation
- Inventory and stock recording

Walmart
Cashier

Truro, NS

Sept. 2020 - May 2021

- Dealing with large quantities of physical cash in a timely manner
- Interacting with customers politely and respectfully
- Maintaining a clean and sanitised workplace through the Covid-19 pandemic

Cormier's Clams
Seafood Processing Worker

Five Islands, NS

May 2020 - Sept. 2020

- Preparing seafood for sale and consumption
- Completing repetitive work in a fast-paced environment
- Maintaining a clean and sanitised workplace through the Covid-19 pandemic

Education

Business Administration - Accounting
Nova Scotia Community College

IT Programming
NSCC Institute of Technology - Projected 2025

High School Diploma
Cobequid Educational Centre

Honours
Fine Arts Certificate
Stuart Grue Memorial Scholarship
Masonic Lodge Bursary

Volunteer Work & Community Activities

689 Handley Page Air Cadet Squadron
Parrsboro, NS - 2015 - 2020

Peniel United Church Charity Sales
Five Islands, NS - 2014 - 2019

References

Megan Johnson - Manager at My Home Mercantile - +1 (902) 843-5899
Deborah Johnson - Co-owner of Pizza Market - +1 (902) 986-4645
Tiffany Ward - Associate - +1 (902) 324-1399