

## **Breanna Jayden Young**

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### **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 Database Administration  
*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