

Breyonna Mingledoff

SKILLS

- Five (3) years of professional administrative experience and or experience utilizing progressively responsible administrative/executive level administrative support skills.
- Experience in customer service
- Experience developing presentations.
- Excellent oral and written communication skills.
- Demonstrated ability to prioritize and complete detailed complex work with accuracy and within time line requirements.
- Ability to work in a fast paced team environment.
- Ability to execute duties using highest level of tact and integrity.
- Proficiency in
- Proficient in MS Office, Excel, Publisher and Power Point.

EDUCATION

Portland Community College (Transfer)
Gloucester County College (2012-)

EMPLOYEMENT

HR Assistant/Receptionist
Pacific Coast Fruit Company
Portland ,OR

March 2013-Current

(Application Filing ,EEOC Documentation ,Entering Employee Hours ,Employee Check Filling ,Employee File Reporting ,Email ,Assistant to Owner,COO,President,and HR Director,Monthly Newsletter Creator,Accounting Filling,Mail,Answer Phone Calls (Maximum High Level Call Volume(10 Line Phone for over 350 Employees and 3 Locations)

Personal Assistant

Frankie Rico

Brookhaven PA 19015

August 2012-March2013

(Email, Planning Events, Filling, Presentations via Excel, Word, Publisher, and Power Point.)

Assistant Manager

Steakadelphia

Portland ,OR 97020

June 2011-July 2012

(Hiring Employees, Training Employees, Customer Service, Scheduling, Stock, Cleaning,

Customer Service Associate

Panera Bread

MT.Laurel NJ 08080

February 2006-June 2007

(Open the store with manager, Barista, Clean, Cashier)

REFERENCES

Jesselin Arroyo ,Operations Manager: Intel, OR
(503)490-2124

Breyonna M.Mingledoff
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