

Leroy Braynen

Homestead, FL

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Work Experience

Public Relations Manager/Landlord

Refuge Property management - Miami, FL

March 2019 to Present

My 1st task was to create a platform that everyone can use to know who we are I made an Instagram account for the company because this generation is very big on social media I'm also working on creating a website for the company.

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Second task consist of me

finding the right people to live on the property. The property is 5-bedroom 2 bathroom it's an all women housing in the front of the house the back rooms is for couples or family everything is shared from the kitchen to the washer and dryer.

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Third task consist of making

sure all the tenants needs are met and so far, everything has been wonderful with everyone.

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Final task consists of

collecting the rent from everyone and make sure it goes to the business account to improve this company the goal is to make \$2500 and every month we exceed those goals and we will continue to make wonderful progress with this property and sometime invest in more opportunities.

Camp Counselor (Seasonal)

Miami kids camp - Miami, FL

June 2017 to Present

- My first task was to sign the kids into the program and introduce myself to them and have them interact with other kids
- My second task was to play different games and activities with the kids and make sure they have a wonderful time
- My last task was to feed the kids whatever the camp was serving for the day and check them out when the parents arrive

Server Assistant/Busser

Beaker and gray - Miami, FL

May 2018 to January 2019

- My 1st task is to prepare dining room for patrons by cleaning and clothing tables; setting decorations, condiments, candles, napkins, service plates, and utensils.

- Protects establishment and patrons by adhering to sanitation and safety policies.
- Maintains table setting by removing courses as completed; replenishing utensils; refilling water glasses; being alert to patron spills or other special needs. Busser
Mason

Barista

Starbucks - Miami, FL

November 2017 to November 2018

My job as a barista was make and serve beverages, such as coffee and tea, and foods, such as sandwiches, muffins, or cookies. They package coffee blends, make coffee and tea, explain menu items to customers, clean, and attempt to ensure that customers are comfortable and satisfied.

Customer Service Associate/Sales Associate

Miami Dade college - Miami, FL

December 2016 to March 2017

- My first task was helping students and staff locate books and supplies they needed for their classes or anything else they will need.
- My second task was to help in the warehouse with all the delivery of the new items from books to headphones to food.
- My last task was restocking the shelves of food and books it usually took up to an hour

Office Assistant/Clerk

Miami Dade college - Miami, FL

August 2014 to January 2016

My 1st responsibility was to make student and faculty ID's for all the incoming students and Faculty that

come through the student life office.

- My next responsibility was making parking decals, making copies, delivering mail and answering the phone.
- My last responsibility was assist staff during the events and activities (i.e. set up and breakdown equipment's).

Education

Associate in Communication

Miami Dade College - Miami, FL

August 2014 to May 2019

Skills

Microsoft Office (2 years), Office Assistant (2 years), Clerical (2 years), Customer Service (2 years), Event Coordinator (1 year), Property Management (Less than 1 year)

Awards

President service award

April 2016

Most volunteer hours by a student organization

Event coordinator

January 2017

Create fun and interesting events for the student body of Miami Dade college and raise money for the United Way foundation and Ronald McDonald house at Jackson memorial hospital

Certifications/Licenses

ServSafe Food Handler

May 2018 to May 2020

Certification that allows me to work in the kitchen and serve food and drinks to the guest of the establishment.