

# BRITTANIQUE HONEYGHAN

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## CAREER OBJECTIVE

Self-motivated, dedicated and enthusiastic young professional. With 5+ years of retail and customer service experience, I have had the chance to hone my interpersonal, communication, organization, and persuasive skills. In addition, I have attained clerical and administrative experience working for the Costa Law firm as clerical administrator and legal assistant. As an avid learner and researcher, I have done collaborative and independent research for the University of Toronto which has increased my knowledge in the areas of data analytics, problem-solving, ethics, and innovation. With my qualifications and skillsets, I am confident that I would make a great asset to your company.

## EDUCATION

UNIVERSITY OF TORONTO  
TORONTO, ON

*Bachelor of Arts (B.A.) Political Science Candidate (Expected graduation Jun 2021)*

- Awards & Honors: Honor Roll, Leadership , Best Student of the Month , Perfect Attendance Award, David Rayside Undergraduate Scholarship
- Extracurricular Activities: Canadian Red Cross volunteer, Nursing home volunteer

## PROFESSIONAL EXPERIENCE

UNIVERSITY OF TORONTO, TORONTO, ON  
*Research Assistant, May 2021 - Aug 2021*

- Utilized search engine software for result optimization to check and process cases for inclusion in the larger data set
- Performed basic processes of data management and analysis
- Created weekly reports and exchanged ideas in collaborative team meetings
- Assist to produce tables, charts, and graphs that were used in project communications on the research website presentations, and in papers

MARCIANO, TORONTO, ON  
*Customer Service Associate , Apr 2017 - Aug 2017*

- Financial Advisor and Consultant, ensured clientele received best luxury customer experience
- Maintained highest sales per hour (SPH) increasing productivity by 25% on average
- Maintained clean and organized store and collaborated as a team member to create a productive and efficient environment
- Accurately collected payments, processed returns and exchanges and updated VIP customer loyalty

STITCHES, BRAMPTON, ON  
*Customer and sales specialist, Aug 2015 - Jan 2016*

- Accurately and efficiently collecting payments, answering customer inquiries, accepting customer returns, exchanges as a cashier
- Health and Safety Representative, ensuring the store meets all legal expectations and actively supports occupational health and safety
- Visual merchandiser, promoting and organized products and increasing sales

#### COSTA LAW FIRM, TORONTO, ON

*Clerical Administration & Legal Assistant , Sep 2014 - Jun 2015*

- Assisted lawyers in gathering, filing, and preparing court documents
- Ensured clients information are entered into database accurately and confidentially
- Provided friendly, trusted, and reliable customer service

#### ADDITIONAL SKILLS

- Customer service & sales specialist
- Detail oriented & organized
- Excellent problem solver
- Strong written & verbal communicator
- Creative & Innovative
- Multi-tasking skills

#### LICENSES AND CERTIFICATIONS

- High School Diploma

#### REFERENCES

References available upon request