

Breanna Jayden Young

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(1) 902-814 7009

About Me

Proficient in:

- Microsoft Office Suite
- Google Ecosystem
- LibreOffice Suite
- Windows 10 & 11
- Linux Fedora
- Sage50
- Sage 300

Courses in:

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

Experienced in retail operations and sales

Strong customer service skills

Strong problem solving skills

Strong communication skills

Strong organizational skills

Strong team player

Skilled with computers

Quick learner

Deadline-driven

Flexible

Able to multi-task

Detailed and thorough

Dependable

Reliable

Eager to learn

Work Experience

My Home Mercantile - Truro, NS
Associate

September 2022 – Present

- Retail sales and customer service, returns
- Building displays, in-store marketing
- Inventory and stock recording
- Daily cash reconciliation and record keeping

W. Johnson Tax Services Ltd - Parrsboro, NS
Co-Op Student

April 2022 – August 2022

- Supported administration of busy accounting and tax preparation office
- Filing documents, preparing mailings, greeting customers/check-in

Pizza Market Truro, NS
General Associate

May 2021 – April 2022

- General restaurant upkeep
- Working safely with large and potentially dangerous equipment
- Preparing various food for sale and consumption

Walmart, Truro - NS
Cashier

September 2020- May 2021

- Dealt with large quantities of physical cash in a swift and timely manner
- Interacted with customers in a polite and respectful manner
- Maintained a clean and sanitized workplace through the Covid-19 pandemic.

Cormier's Clams, Five Islands, NS
Seafood Processing Worker

May 2020 – September 2020

- Prepared seafood for consumption and sale
- Completed repetitive work in a fast-paced environment
- Maintained a clean and sanitized workplace through the Covid-19 pandemic

Education

Business Administration Diploma - Accounting
Nova Scotia Community College (Truro Campus) – Truro, NS

(Projected June 2023)

High School Diploma (Honours)
Cobequid Education Centre – Truro, NS
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 – Former Manager at My Home Mercantile – +1 902 843-5899
Deborah Johnson – Former Employer at Pizza Market – +1 902 986-4645
Tiffany Ward – Associate – +1 902 324-1399