***Breanna L. Garrison***

***(804) 432-9290 - breannagarrison3@gmail.com***

**Education**

* *Longwood University* – Farmville, VA

Bachelor of Science in Liberal Studies

August 2014- May 2018

Honors Dean List

**Work Experience**

* *Firehouse Subs*– Team Member / February 2011-August 2014
* *Chick-Fil-A –* Cashier / May 2013-August 2014
* *Walk2Campus Properties* – Market Assistant /January 2016- Current

**Career Summary**

* Technically skilled administrative professional.
* Valued for multitasking strengths, organizational abilities and diplomatic handling of confidential information.
* Advanced knowledge of MS Office along with strong business management skills.
* Loyal and resourceful professional known for commitment to exceeding expectations by employer.

**Skills**

* Office Management
* Customer Relations & Communications
* MS (Word, Excel, PowerPoint)
* Scheduling and Calendar Management
* Event Planning
* Project Management
* Spreadsheet and Data Entry
* Capable of Maintaining Clean and Safe Work Area