

# Breanna Brook

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## Breanna Brook

St. Petersburg, FL 33710

727-244-7723

breannab97@gmail.com

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### Skills

- Advanced MS Office Suite Knowledge
- Advanced Quickbooks Online Knowledge
- Research and Analytical Skills

### Profile:

Detail-oriented professional with experience in records management, Microsoft Office and customer service. Frequently praised as hardworking by peers, I can be relied upon to help your company achieve its goals.

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### Experience:

#### St. Petersburg College / Work Study-Student Assistant

September 2023 - April 2024, St. Petersburg, FL

- Answers questions from students about the college.
- Assists students with tutoring appointment scheduling.
- Assists students with printing in the learning resources center.

#### Early Learning Coalition of Pinellas/ Administrative Assistant

December 2022 - March 2023, Clearwater, FL

- Processed google form responses and organized them into a google sheet.
- Tracked data by cross referencing various spreadsheets.
- Processed grant applications, verified the documents provided were accurate.
- Creates helpful tutorials for grant applicants to guide them through the grant process.
- Answered questions and gave guidance on how to proceed with any grant difficulties.
- Assisted management when necessary by creating spreadsheets or emailing clients.

#### Eagle Labs Inc. / Administrative Assistant

April 2022 - October 2022, Seminole, FL

- Used Excel daily to update and create reports;
- Onboarded new hires by creating their profiles in the training system, entered their information into the HR file, assigned them a locker, as well as provided anything else they may have needed.
- Updated the inventory and outbound shipping logs using Google Sheets.
- AP processing attached invoices to receipts.

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**Florida Digestive Specialists / Administrative Assistant**

November 2021 - April 2022, St. Petersburg, FL

- Used Microsoft Office Suite to create and revise documents and presentations.
- Maintained office inventory by assisting with supply orders.
- Provided administrative support for Staff.
- Provided reports using eClinicalWorks.
- Ordered office supplies and created internal purchase orders.

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**Education:**

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**St. Petersburg College / Associate of Arts**

2020 - December 2023, St. Petersburg, FL

**University of South Florida / Bachelor of Arts**

August 2024 -May 2027, St. Petersburg FL

I plan to major in Accounting and minor in Business Administration for my bachelor's degree at USF.

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