

# Breana Perry

Kansas City, MO  
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Willing to relocate: Anywhere  
Authorized to work in the US for any employer

## WORK EXPERIENCE

### Summer School Secretary

Kansas City Public School District - Kansas City, MO - May 2016 to March 2017

Schedule and cancel meetings, send and receive emails. Answer and make phone calls. Use of all office equipment. Experience with all Microsoft Programs. File important paperwork for schools. Prepare reports by collecting information.

### Teacher's Assistant

KCMO Public Schools - Kansas City, MO - August 2015 to May 2016

Assist Preschool teachers with children from ages 3-5 yrs old. Keeping children engaged in learning and physical activities.

### Call Center Representative

Showing Time - Kansas City, KS - May 2014 to May 2015

Answer and make phone calls, send and receive E-mails. Schedule and cancel showings for real estate agents. Show great customer service daily.

### Kitchen Leader

Kansas City Public Schools - Kansas City, MO - August 2012 to May 2014

Prepare meals for children daily, supervise inventory and sales. Assist manager with any extra tasks.

### Shift Leader

Coldstone Creamery - Kansas City, MO - February 2012 to February 2013

Open and Close store, direct employees through daily routines, count out cash register daily. Interact with customers and making sure all needs are met.

## EDUCATION

### Music Education

Lincoln University  
August 2014 to December 2014

### GED in General

Penn Valley Community College - Kansas City, MO  
June 2012

## SKILLS

Microsoft Programs (9 years), Clerical (4 years), Management (3 years)

#### CERTIFICATIONS/LICENSES

##### **Forklift Certified**

November 2016 to Present

#### ADDITIONAL INFORMATION

##### SKILLS

Baking (Less than 1 year), Typing (6 years), Customer Service (5 years), Manager (3 years), Forklift Operator (Less than 1 year)

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