

# Brianna Marie Quillin

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## Skills Summary:

- Organized, and focused person. Experience in both accounting and marketing. Familiar with Microsoft Excel, Microsoft Word, and online accounting courses.

## Education:

- Portage Northern High School – Portage, MI September 2015 -Present
- Expected Date of Graduation: June 1, 2018
  - GPA: 3.18/4.00
  - Honor Student September 2015- Present

## Classes Taken:

- Business Management Administration, Education for Employment
- Accounting, Education for Employment
- Marketing, Education for Employment
- Honors Earth Science
- Spanish 1, 2 & 3
- Keyboarding

## Employability Skills:

- Proficient in Microsoft Word 2016
- Proficient in Microsoft Excel 2010
- Keyboarding: 37 net words per minute
- CPR certified

## Work Experience:

Property Solutions of Michigan LLC, Kalamazoo, MI June 2015- September 2016

### **Landscape and Maintenance Worker**

- Provided upkeep of Kalamazoo Public Schools lawn and landscaping to school's standards
- Performed maintenance on machinery to ensure the equipment works properly
- Removed snow from sidewalks and driveways to ensure customers' safety and satisfaction

Ritzenthaler Household, Portage, MI January 2015- June 2016

### **Child Care Provider**

- Provided care for three children, ages three, eight, and ten while parents were away
- Provided meals and provided activities to ensure kids were satisfied
- Cleaned the house such as doing dishes, vacuuming, and cleaning up the toys

## Volunteer Experience:

Otsego Get Real Pathfinders, Otsego, MI September 2015- January 2017

### **Teen Leader in Training**

- Learned leadership skills and taught activities like archery and storytelling to children
- Planned for campouts and weekly meetings to improve leading skills
- Cleaned the community by removing waste and pulling weeds and raised food for the needy to ensure they had proper accommodations

## Activities/Awards:

- Outstanding Senior Award, Education For Employment April 2018
- Nominated for Outstanding Senior Award, in Accounting
- Shark Tank, Education For Employment December 2016
- Created a Product and Presented it in front of judges