

BreAnna Cech

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EDUCATION

FORT HAYS STATE UNIVERSITY ----- December 2013
Bachelor of Business Administration, Management, cum laude - Hays, KS

EXPERIENCE

SHIFT MANAGER ----- May 2012 - September 2012
Jamba Juice - San Jose, CA

Performed shift management duties such as overseeing customer satisfaction, tracking service quality, and training team members. Handled store transactions, operations, and inventory management. Provided accounting support through day to day financial transactions, credit card refunds, balancing daily ledger, and cash accountability.

TEAM MEMBER ----- August 2011 - May 2012
Jamba Juice - San Jose, CA

Promoted customer satisfaction, handled point of sale transactions, and ensured a quality product and excellent customer experience. Emphasized teamwork while performing regular operations and maintaining the store.

WEBSITE DESIGNER ----- February 2010 - April 2011
Freelance - Wichita, KS

Designed websites for a non-profit organization and a small business. Supported clients throughout the development process and provided basic user training.

OFFICE ASSISTANT ----- September 2009 - December 2009
Laramie County Community College - Cheyenne, WY

Provided administrative support activities such as initial customer care, call directing, and maintenance of event calendar and career/student information database. Converted, prepared and proofread documents and forms.

RETAIL CLERK ----- September 2008 - May 2009
Cowboys Video - Goodland, KS

Executed retail transactions, cash management, and opened and closed store. Maintained inventory in addition to customer database.

COMMUNITY

MEDICAL SERVICES ADMINISTRATIVE VOLUNTEER ----- March 2014 - Present
TRU Community Care Hospice and Support Services - Lafayette, CO

FINANCE ADMINISTRATIVE VOLUNTEER ----- March 2014 - Present
City of Westminster - Westminster, CO

YOUNG ADULT MINISTRY LEADER ----- May 2013 - December 2013
St. Martin of Tours Catholic Church - San Jose, CA

SKILLS

CUSTOMER RELATIONS

- Managing Customer Experience
- Maintaining Record Databases
- Event and Appointment Scheduling
- Call Directing

COMPUTER

- Mac & Windows
- Microsoft Office (Word, Powerpoint, Excel)
- Photoshop

LEADERSHIP

- Shift Management
- New Employee Training
- Opening/Closing Store
- Cash Management
- Event Organization

WEB

- Website Content Editing (Joomla)