

Breean Gillie

Windsor, CO 80550

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+1 830 330 0873

An innovative team player who thrives in a fast fun environment. Who is able to constructively manage difficult situations with an optimistic perspective and with a service of gratitude. My strengths include working with the public and displaying excellent customer service in a relatable and caring manner.

Authorized to work in the US for any employer

Work Experience

Personal Assistant

Honey Bee's Concierge - Dallas, TX

February 2017 to November 2020

Customer Service, Monetary Transactions, Scheduling, Inventory and Office Management.

Receptionist and Administrative Assistant

Aircraft Acquisitions - Clio, CA

December 2011 to December 2016

Customer Service, Receptionist, Facility Maintenance, Aircraft Detailing and Driver.

Transportation Security Officer

Trinity Technology Group - Santa Rosa, CA

December 2007 to November 2011

Dual Certified Screener for Checkpoint and Baggage Check. X-Ray Operator and Perimeter Security as well as Customer Service Representative.

Member Service Representative

Community First Credit Union - Santa Rosa, CA

March 2004 to June 2007

Customer Service Representative, Cash Handling, ATM Service, Accounts Service and Telephone Customer Service

Education

Some College in Child Development

Santa Rosa Junior College - Santa Rosa, CA

September 2001 to January 2002

Skills

- Personal assistant experience

- Organizational skills