

Briyanna Cunningham

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I love to learn and master new skills.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Executive Assistant

Steven Profaca - Naples, FL

February 2018 to Present

- Data entry
- Organization/attention to detail
- Calendar management
- Bookkeeping

Residential Cleaner

Independent Contractor - Fort Myers, FL

January 2016 to February 2018

- Scheduling
- Ensure customer satisfaction
- Light to deep cleaning

Receptionist/Office Assistant

Guerrier Auto Repair - Cape Coral, FL

June 2015 to January 2016

- Process payments
- Answer phones
- Inventory

Education

Diploma in General

North Nicholas High School

June 2015

Skills

- Cleaning Experience
- Shift Management

- Residential Cleaning
- Personal Assistant Experience
- Calendar Management
- Administrative Experience
- Microsoft Outlook
- QuickBooks
- Office manager experience
- DocuSign

Certifications and Licenses

CPR/First Aid

Present

Quick books Pro Advisor

Present

Florida Notary Public

Present

Assessments

Receptionist — Highly Proficient

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Working with MS Word Documents (Basic) — Highly Proficient

September 2019

Measures a candidate's knowledge of basic Microsoft Word techniques for word processing, including the use of tools to format or edit text.

Full results: [Highly Proficient](#)

Attention to Detail — Expert

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Expert](#)

Following Directions — Expert

April 2020

Following multi-step instructions.

Full results: [Expert](#)

Verbal Communication — Expert

April 2020

Speaking clearly, correctly, and concisely

Full results: [Expert](#)

Social media — Proficient

July 2021

Knowledge of popular social media platforms, features, and functions

Full results: [Proficient](#)

Customer service — Expert

January 2022

Identifying and resolving common customer issues

Full results: [Expert](#)

Administrative assistant/receptionist — Expert

July 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Expert](#)

Attention to detail — Expert

November 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Expert](#)

Real estate — Expert

July 2021

Matching listings with specifications

Full results: [Expert](#)

Teamwork: Interpersonal skills — Highly Proficient

May 2022

Responding to challenging team situations at work

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.