

# Brookelyn Kunzer

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Authorized to work in the US for any employer

## Work Experience

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### **Daycare Assistant**

Finger Lakes Community College - Canandaigua, NY  
January 2019 to Present

Watch and assist children ages 18 months to 4 years old. Follow daily routine and entertain the children.

### **Waitress**

Heintzelman's BBQ Pit - Ontario, NY  
August 2018 to Present

Serve food  
Wait on Customers  
Bus tables

### **Secretary**

Rochester, NY  
April 2022

### **Dunkin Donuts Crew Member**

Dunkin' Donuts - Ontario, NY  
January 2018 to January 2019

Take orders from customers and fulfill the order in the allowed amount of time. Making food and drinks, doing dishes, stocking.

## Education

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### **Associate's degree in Business**

Finger Lakes Community College - Canandaigua, NY  
August 2019 to May 2021

### **High school diploma or GED**

## Skills

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- Budgeting
- Business Development
- Human Resources

- Strategic Planning
- Process Improvement
- Time management
- Leadership
- Organizational skills
- Accounting
- Toddler care
- Experience with children
- Childcare
- Front desk (2 years)
- Clerical experience
- Typing
- Infant Care
- Sales (1 year)

## Assessments

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### **Data entry: Attention to detail — Proficient**

April 2022

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

### **Written communication — Familiar**

August 2021

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Familiar](#)

### **Data entry: Attention to detail — Proficient**

April 2022

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

April 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Early childhood development — Highly Proficient**

April 2022

Knowledge of the development of children ages 0-3 and of ways to foster that development

Full results: [Highly Proficient](#)

### **Customer service — Expert**

April 2022

Identifying and resolving common customer issues

Full results: [Expert](#)

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