



KENDRA BRUMMETT

Remington, VA 22734

kendrabrummett@gmail.com

703-973-9974

Ambitious college student pursuing bachelors degree, eager to contribute developed knowledge in any role.

Skilled in customer service and teamwork in a variety of settings. Adaptable and driven with strong work ethic and ability to thrive in team-based or individually motivated settings.

Authorized to work in the US for any employer

WORK EXPERIENCE

Resident Assistant

Old Dominion University - Norfolk, VA

June 2020 to Present

- Provide our residents with assistance as they need
- Be readily available
- Maintain all care records in accordance with company policy
- Build rapport with residents by establishing personal connections and showing interest in their lives
- Respond to any safety or medical issues
- Lead group and individual activities for entertainment

Cashier

Sheetz - Remington, VA

June 2019 to July 2020

Ensuring customer satisfaction.

Janitorial duties.

Handling cash.

Preparing food.

Serving food.

Stocking shelves.

Ensuring customer safety.

Helped customers find specific products, answering questions and offering advice.

Trained new team members in cash register operation, stock procedures and customer service.

Maintained high productivity by efficiently processing cash, credit, debit and voucher program payments for customers.

Assitant Preschool Teacher

Merit School - Manassas, VA

May 2018 to December 2018

Established indoor and outdoor safe play environments for toddler-age children.
Identified children in need of extra support for emotional, health-related or developmental concerns and conceived improvement strategies.
Taught children foundational skills such as colors, shapes and letters.
Maintained daily records of individual activities, behaviors, meals and naps.
Organized and led activities to promote physical, mental and social development.
Promoted good behaviors by using positive reinforcement methods.
Worked closely with site director, family care workers, classroom teaching team and other specialists.
Observed children for signs of illness, injury, emotional disturbance, learning disorders and speech problems.
Developed professional relationships with parents, teachers and directors.

Fast Food Team Member

Chipotle Mexican Grill - Manassas, VA

April 2017 to March 2018

I worked here as a cashier for the most part but was also trained to work in the kitchen, on the line and I was working towards becoming a Take-Out Specialist.
Completed side work tasks, including restocking condiments and cleaning refrigerators.
Maximized customer satisfaction by quickly addressing and resolving complaints with food or service.
Verified orders and bagged items for easy transport.
Carefully maintained proper sanitation, health and safety standards in all work areas by applying industry best practices and company requirements.
Completed opening, closing and shift change tasks to promote store efficiency.
Mastered point-of-service (POS) computer system for automated order taking.

EDUCATION

Bachelor of Science in Speech-Language Pathology And Audiology

Old Dominion University - Norfolk, VA

May 2023

High School Diploma

Osborn Park High School - Manassas, VA

June 2019

SKILLS

- **Organizational Skills**
- **Understands grammar**
- **Leadership**
- **Critical thinker**
- **Verifying data accuracy**
- **Proficient with Microsoft Excel**
- **Time management**
- **Proficient with Microsoft Office**
- **Excellent communication skills**

- Dependable
- Resourceful
- Food Handling
- Teaching

CERTIFICATIONS AND LICENSES

CPR

Present

AED

Present

Driver's License

Present