

Brooklyn Galvan

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SUMMARY

A knowledgeable student talented at learning quickly and adding value to any team. Strong history of successful projects using leadership, communication, and teamwork to complete tasks. Solid academic achievement paired with demonstrated commitment and integrity.

SKILLS

- Leadership
- Communication
- Problem-solving
- Teamwork
- Customer service
- Time Management

EXPERIENCE

Research Assistant, Kennesaw State University, October 2023-Current Kennesaw, GA

- Kept lab space and equipment clean to prevent contamination with hazardous substances.
- Participated in extra training and courses to refine and improve upon industry knowledge.
- Organized, labeled and stored study specimens.
- Assisted scientists in laboratory experiments to confirm research hypotheses.
- Participated in team meetings to discuss progress on ongoing projects or brainstorm ideas for future endeavors.

Cashier, Firehouse Subs, September 2022-June 2023 Milton, USA

- Assist customers with product selection and purchases
- Maintain inventory and merchandise displays
- Process transactions and handle cash
- Resolve customer complaints and issues
- Assisted customers over the phone regarding store operations, product information and order placement.
- Kept records of purchases; maintained orderly appearance of checkout area; restocked supplies as needed.
- Operated cash register or POS system to receive payment by cash, check and credit card.
- Trained new team members in cash register operation, stock procedures and customer services.

Internship Student, University Of Georgia, June 2022-July 2022 Athens, USA

- Worked well in team environment as well as independently.
- Shadowed staff and learned advanced work.
- Sat in on meetings, took detailed notes and brainstormed with team members on ways to solve problems.
- Participated in research to support goals and objectives of employer and assigned team.

Cashier, Kroger, September 2021-June 2022Milton, USA

- Operated cash register efficiently and accurately, processed payments by cash, check, credit card, gift card or automatic debit.
- Provided excellent customer service while promoting loyalty programs to increase sales potential.
- Greeted customers and answered any questions they had about the store's products and services.

EDUCATION AND TRAINING

Bachelor of Science

Environmental Science, Kennesaw State University, Kennesaw GA Expected in May 2027

High School Diploma

Cambridge High School, Milton, GA May 2023