

# BROOKLYN FINK

College athletics has taught me leadership, teamwork, determination, and perseverance which I will carry into my career.

## EDUCATION

**Oklahoma Christian University**, Edmond, OK  
**Accounting and Finance, Expected in May/2024**  
GPA: 3.0

## ACCOUNTANT

- Preparation, review, and audit of the client's financial statements.
- Providing financial advice to clients.
- To obtain a career in accounting where I can share my knowledge with the community.
- To develop and discover my clients through providing exceptional skills.

## SKILLS

- Ability to Prepare Financial Statements
- Adaptability and Flexibility
- Fast Learner
- Time Management
- Microsoft Office
- Customer Service
- Self-Motivated
- Conflict Resolution

## WORK HISTORY

**COUNSELOR** 04/2023 to 08/2023  
**Life Time**, Oklahoma City, OK

- Manage and monitor camp activities.
- Oversee camp to ensure safety.

**STOCKER** 04/2021 to 08/2021  
**Burlington**, Moore, OK

- Maintained effective team member communication between approximately ten people.
- Evaluated over 300 of supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.

**STOCKER** 04/2020 to 08/2020  
**Braum's Ice Cream & Dairy Store**, Moore, Oklahoma

- Placed products in correct storage locations to keep stock areas organized and inventory counts accurate.
- Greeted between 100-200 customers and directed to requested products.
- Rotated stock correctly to prevent out-of-date products and removed aging items from main shelving to build special promotional displays.

**SERVER** 05/2019 to 03/2020

**Levy Restaurants**, Oklahoma City, OK

- Cultivated warm relationships with regular customers.
- Arranged and prepared anywhere for 6-8 tables for customers to offer memorable experiences to guests and foster repeat business.
- Upsold high-profit items such as appetizers and mixed drinks to enhance sales numbers

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**HONORS &  
ACTIVITIES**

- Maintain a 3.0
- Student Athlete