

BROOKE DUGGAN

Newfoundland, PA | [Brooke Duggan - University of Scranton](#)
570-877-9895 | brookeduggan96@gmail.com

Hardworking and dedicated accountant undergraduate with a strong work ethic and proven ability to deliver high-quality results. Recognized for reliability, persistence, and a commitment to exceeding expectations at every task. Skilled at adapting to challenges, working well under pressure, and contributing valuable insight in a team collaboration.

EXPERIENCE

CASHIER/PIZZA MAKER

Roadside Bistro | Newfoundland, PA

2024 – PRESENT

Managed cash register transactions with accuracy and accountability ensuring customer satisfaction. Prepared food items and assisted with daily operations, including opening and closing responsibilities. Processed and packaged orders efficiently, while maintaining accuracy during high stress rushes.

VENUE WORKER/ASSISTANT COORDINATOR

Wallenpaupack Creek Farm | South Sterling, PA

2022 – PRESENT

Directed guests with professionalism to designated parking areas. Coordinated with caterers and bar service teams to align schedules and maintain communication. Assisted with venue set up according to event requirements and client requests.

RENTAL MOVER

Rustic Charm | Honesdale, PA

2025 – PRESENT

Organizes and packages rental orders including dishware, tableware, furniture, and decorations, ensuring accuracy and completeness. Maintained inventory organization and order readiness, supporting smooth operation. Verified quality and condition of items to comply with company standards.

EDUCATION

HIGH SCHOOL GRADUATE

Wallenpaupack Area High School

JUNE 2025

- Distinguished member of Honor Society, high honors
- Local history club, Theater, Color Guard, Student Ambassador
- GPA 4.3
- Summa cum laude graduate

SKILLS

- Works well in collaboration
- Problem solving
- Applicable research skills
- Exceptional communication

- Financial Literacy

- Public Speaking
