

# Giselle Thomas

San Diego, CA

-Email me on Indeed: <http://www.indeed.com/r/Giselle-Thomas/a570639deb93be86>

Decisive executive streamlining general operations and interdepartmental relations to amplify profits. Discovers opportunities to systematize improvements in communication and returns on investment, resulting in long-term, sustainable growth.

Authorized to work in the US for any employer

## Work Experience

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### Office Manager

Thomas Custom Framing - Rancho Santa Fe, CA

July 2017 to February 2022

Oversaw projects from development phases through construction administration and final walk-throughs. Met strict budget and schedule targets by coordinating contractors and monitoring construction processes.

Prepared and submitted budget estimates, progress reports, and cost tracking reports.

Applied for and obtained necessary permits or licenses.

Corrected procedural matters, complaints and construction problems in collaboration with owners and contractors.

Prepared and submitted accurate budget estimates and cost tracking reports.

### Litigation Paralegal

Attorney Charles Brown - Oceanside, CA

December 2019 to March 2021

Supported trial hearings by coordinating witness statements and appearances.

Coordinated case information by meetings with clients, experts and other professionals.

Prepared and organized trial exhibits for each case.

Prepared briefs, pleadings, and appeals for trial cases.

Identified issues and implemented prompt and successful solutions to eliminate backlog and maximize workflows.

Delivered exceptional customer service to bolster strong relationships and build positive experiences.

Authored, organized, and submitted professionally written legal correspondence, affidavits, and contracts.

### Legal Analyst

Calabria Law Firm - Pasadena, CA

October 2014 to July 2017

Arbitrated disputes between parties and led closing processes for contracts.

Authored, organized, and submitted professionally written legal correspondence, affidavits, and contracts.

Prepared briefs, pleadings, and appeals for corporate cases.

Coordinated case information by meetings with clients, experts and other professionals.

Prepared and organized trial exhibits for each case.

## **Bar & Restaurant Manager**

Hatari Restaurant & Sports Bar - Las Vegas, NV

August 2008 to September 2014

Contributed to effective decision-making with detailed reports on daily operations.  
Eliminated resource waste through effective monitoring and improved controls.  
Met customer demands by tracking market changes and adapting strategies to match.  
Planned and executed strategies to increase business and drive profit growth.  
Prepared schedules and assignments to meet short- and long-term business demands.  
Boosted revenue figures in reducing costs and improving marketing strategies.  
Organized training for new team members and routine retraining for established employees.  
Covered daily business requirements with well-organized schedules and properly delegated assignments.  
Established budgets, controlled expenses, and met financial targets.  
Developed internal talent to build cohesive and successful leadership team.  
Investigated industry trends to capitalize on opportunities for business expansion.

## **Bartender**

La Jolla Nightclub - Las Vegas, NV

May 2010 to December 2013

Balanced efficiency with exceptional service to manage guests in high-volume environment.  
Increased the bar's profile by developing signature cocktails.  
Trained and supervised bar staff to deliver exceptional service to customers.  
Diversified menus with seasonal drinks and appetizers.  
Operated POS systems and managed bar tabs to track revenue.  
Engaged guests with friendly conversation to build bar loyalty and encourage repeat business.  
Secured liquor before, during, and at end of shift to reduce theft or loss.  
Cleaned, organized, and replenished supplies to maintain bar appearance.  
Purchase, replenish, and manage beverage & alcohol inventory

## **Education**

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### **Bachelor of Science in Law**

Bellevue University - Bellevue, NE

June 2011

## **Skills**

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- Client relations Executive support Report generation  
Quality control Project oversight Business correspondence  
Spreadsheet tracking Presentation development Invoice management

## **Certifications and Licenses**

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### **Food Handler Certification**

### **MAST Permit**

## USA SPF HIGH PRESSURE CERTIFICATION

### Assessments

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#### **Administrative assistant/receptionist — Proficient**

August 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

#### **Spreadsheets with Microsoft Excel — Proficient**

June 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

#### **Customer service — Proficient**

July 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

#### **Work style: Professionalism — Proficient**

April 2022

Tendency to be accountable, professional, open to feedback, and act with integrity at work

Full results: [Proficient](#)

#### **Management & leadership skills: Impact & influence — Proficient**

March 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

#### **Written communication — Proficient**

June 2021

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

Full results: [Proficient](#)

#### **Administrative support professional fit — Proficient**

February 2021

Measures the traits that are important for successful administrative support professionals

Full results: [Proficient](#)

#### **Supervisory skills: Motivating & assessing employees — Proficient**

July 2022

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

#### **Office manager — Proficient**

March 2022

Scheduling and budgeting

Full results: [Proficient](#)

### **Legal skills — Proficient**

June 2021

Supporting legal procedures, preparing documents, doing research, and collecting client information in a legal setting

Full results: [Proficient](#)

### **Recruiting — Proficient**

June 2022

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

### **Front desk agent (hotel) — Proficient**

March 2022

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

April 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Attention to detail — Proficient**

July 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Filing & organization — Proficient**

March 2022

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

### **Scheduling — Proficient**

July 2023

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

### **Project timeline management — Proficient**

June 2023

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

### **Bartending — Proficient**

July 2022

Understanding, pouring, and mixing drink orders

Full results: [Proficient](#)

**Verbal communication — Proficient**

April 2022

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

**Cleaner fit — Proficient**

August 2022

Measures the traits that are important for successful cleaners

Full results: [Proficient](#)

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

June 2023

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

**Bookkeeping — Proficient**

July 2021

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

**HR: Compensation & benefits — Proficient**

April 2022

Knowledge of compensation and benefits programs

Full results: [Proficient](#)

**Case management & social work — Proficient**

August 2022

Determining client needs, providing support resources, and collaborating with clients and multidisciplinary teams

Full results: [Proficient](#)

**Construction safety — Proficient**

July 2023

Using safe practices while on a construction site

Full results: [Proficient](#)

**Front desk agent (hotel) — Proficient**

August 2023

Selecting hotel rooms based on requests and identifying errors in hotel data

Full results: [Proficient](#)

**Medical receptionist skills — Proficient**

June 2022

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

**Food service: Customer situations — Proficient**

August 2023

Identifying and addressing customer needs in a food service setting

Full results: [Proficient](#)

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