

Gabe L'Herault

608-225-9499
Plano, TX 75093

glherault@tcmsolutions.net

Skills	Office 365 (Word, Excel, PowerPoint) – Write and prepare proposals and bids - Professional Correspondence (Verbal, Writing and Email) – Commercial Writing – Salesforce –Customer Service – Problem Solving – Marketing – Interpersonal Skills
Character Traits	Outgoing personality – Disciplined independent - Team player – Strong work ethic - Process analyst – Creative problem solver – Fast learner – Driven to exceed expectations – Cool under pressure –
Experience	<p>Media & Admin Manager - October 2019 to Current In Depth Events, McKinney TX</p> <ul style="list-style-type: none">Managed Social Media accounts and ad campaigns, produced media content for marketing, assisted in labor and material sourcing. Wrote and prepared RFQ and RFPs for municipalities. Helped plan and organize large events. <p>Sound Engineer - December 2018 to October 2019 Fort Worth Community Arts Center, Fort Worth TX</p> <ul style="list-style-type: none">Assess client requirements, set up sound equipment, problem solve, manage equipment and mix audio for live acts. <p>Internet Assistant - January 2018 to March 2018 Xtreme Swim, Plano TX</p> <ul style="list-style-type: none">Managed website and store inventory, handled customer service and order fulfillment. <p>Marketing Assistant - October 2016 to October 2017 Campbell Travel Resources, Dallas TX</p> <ul style="list-style-type: none">Administrative Assistant; advanced to writing proposals, producing marketing videos, email and social media marketing; subsequently managed the advertising and publishing on a new platform.
Education	<p>Institute of Production & Recording – Minneapolis, MN Music production, Marketing, Recording Engineering and Public Relations.</p> <p>Verona Area High School – Verona, WI Focused studies: music production, video production, basic programming, stage/performance venue technical (lighting and sound).</p>
Self-Employment	<p>Freelance Marketing Consultant • BlueGrey Marketing • May 19 – Current In my extra time I create content and manage social media accounts for BlueGrey Marketing.</p> <p>Founder • TCM SOLUTIONS • AUG 16 – DEC 18 TCM Solutions was my start-up business that specialized in creating content for marketing purposes: graphic design, creative writing, video production and music production.</p>

References available upon request