**Gabrielle Giscombe**

27 Wood Amber Lane Palm Coast, Florida 32164

(386)569-1679; **ggnet@live.com**

**OBJECTIVE**

To obtain an entry level position with a corporation or an organization, that will allow me to contribute my business knowledge, skills and superior internship experience.

**EDUCATION**

**University of North Florida**, Jacksonville, FL

*Bachelor of Business Administration*

Coggin College of Business, AACSB Accredited

Major: International Business

Overall GPA: 3.15

**Euromed Management │ School of Management & Business, Marseille, France**

*Coggin Study Abroad: 4 week program with focus on International Management and Strategic Customer Relationship Management,* summer 2011

**WORK EXPERIENCE**

**Global Jax,** Jacksonville, FL Jan- April 2011

*Internship*

* Researched meaningful linkages between Jacksonville professionals and international visitors.
* Assembled visitor itineraries.
* Maintained the database.
* Gained telephone skills and experience in using different computer applications.
* Completed special projects as assigned.
* Generated contact from international organizations.
* Gained experience in creating financial documents.

**Financial Services Departments Budget Office,** Flagler County, FL Aug- Oct 2010

*Internship*

* Assist Senior Budget Analyst in overlooking Approved Budget for 2010.
* Analyze approved Budget and made sure totals were accurate.
* Overlook payroll reports.
* Attend meetings for the Board of County Commissioners.

**Palm Coast SDA Church**, Palm Coast FL Aug- Dec 2009

*Volunteer Work*

* Record data into church calendar.
* Organize and maintain information pertaining to calendar events.
* Regularly attend department meetings.

**Susan Morello**, Palm Coast, FL Dec 2007- Apr 2008

*Caregiver*

* Monitored and supervised enfant; 16 months, while parent was at work.
* Oversee activities with child.
* Preformed daily assigned activities.

**Pure Kitchens and Bath**, Palm Coast FL May - Aug 2006

*Office Assistant*

* Preformed a variety of office tasks such as faxing, copying, and emailing.
* Organized filing system.
* Communicate with customers by phones, directly or by mail.

**Gabrielle Giscombe**

**HONORS & ACTIVITIES**

* **Global Jax,** member
* **UNF S.T.A.R. Certified Skills to Achieve Results**
* **UNF Women in Business Society,** member
* **UNF National Leadership Society,** member
* **Flagler Volunteer Services**, member
* **Dean’s List**, Daytona State College, 2007-2008

**COMPUTER SKILLS**

* Proficient in Microsoft Word, Excel, and PowerPoint
* Language Skills: French