

Gabrielle Alston
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(734) 770-9890 | gabriellealston@hotmail.com

OBJECTIVE

To contribute my exceptional interpersonal, communication and detail-oriented skills to the position.

EDUCATION

Bachelor of Arts in Professional and Technical Writing

May 2019

Saginaw Valley State University, University Center, MI

Minors: **Spanish and Creative Writing**

President's List: Fall 2015, Fall 2018

Dean's List: Winter 2016, Fall 2016, Winter 2017, Fall 2017, Winter 2018, Winter 2019

GPA: 3.78

RELEVANT WORK EXPERIENCE

Manager for Retail Dining

August 2018 – May 2019

Saginaw Valley State University, Saginaw, MI

- Managing four separate store locations and over thirty student employees.
- Handling tasks involving service, food, ordering, inventory, communications, and other managerial tasks.

Journalist

September 2015 – May 2019

Valley Vanguard, Saginaw, MI

- Writing articles on current events at Saginaw Valley State University.
- Operating as a freelance journalist writing pieces on a variety of events: arts, sports, cultural, etc.

Retail Dining Associate

January 2016 – May 2018

Papa John's, Saginaw Valley State University, MI

- Making various styles of pizzas and breadsticks in a fast-paced environment.
- Taking orders, running the cash register, and serving food.

Kohl's Retail Associate

Seasonal: August 2015 – January 2019

Kohl's, Monroe, MI

- Providing customers with the best possible shopping experience through helpful recommendations and quick service.
- Primarily working at the point of service as a cashier and at the jewelry counter.

Professional Business Assistant

May 2017 – August 2017

Fox Auto Parts, Belleville, MI

- Performing essential business tasks such as billing, banking, bidding, title work, and inventory.
- Managing various tasks in a timely fashion to maintain the steady flow of business.

COMPUTER SKILLS

Applications: Quickbooks, Pinnacle, Quadpoint, and Microsoft Office: Word, PowerPoint, Excel, Access.

HONORS / ACTIVITIES / CERTIFICATIONS

Member, Honors Program at Saginaw Valley State University	2015 – 2019
Member, President, Clever Country Clovers 4H	2010 – 2016
Member, National Honors Society	2013 – 2015
Member, Spanish National Honors Society	2012 – 2015
Volunteer, Guatemala Service Trip, San Lucas Toliman	June 2014
Volunteer, Ecological Volunteer, River Raisin Institute	2012 – 2018
Volunteer, GodWorks!	2014 – 2015
Volunteer, Junior Superintendent, Monroe County Fair	2010 – 2015
Certification, First Aid, Red Cross	2018 – Present
Certification, Lifeguarding	2018 – Present
Certification, ServSafe	2019 – Present

REFERENCES

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|--|---|
| 1. Ray Lauwers
Coach and Advisor
SMCC
108 W Elm Ave.
Monroe, MI 48162
734.241.0967 | Relationship: Employed by Monroe
Recreational Department seasonally. |
| 2. Chris Byers
Store Manager
Kohl's
2323 N Telegraph Rd.
Monroe, MI 48162
734.457.2585 | Relationship: Manager at Kohl's 0186 |
| 3. Katrinka Fox
Business Owner
Fox Auto Parts
8111 Rawsonville Rd.
Belleville, MI 48111
1.800.851.3277 | Relationship: Employed by Fox Auto
Parts. |