

**Gabrielle Alston**  
7991 Kreps Dr., Monroe, MI 48162  
(734) 770-9890 | gabriellealston@hotmail.com

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## OBJECTIVE

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

## EDUCATION

### **Bachelor of Arts in Professional and Technical Writing**

Anticipated: 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, Winter 2018

GPA: 3.78

## RELEVANT WORK EXPERIENCE

### **Manager for Retail Dining**

August 2018 – Present

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 – Present

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

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

## REFERENCES

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