

## **Gabrielle Alston**

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### **OBJECTIVE**

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

### **EDUCATION**

#### **Master of Arts in Written Communication**

Anticipated April 2021

Eastern Michigan University, Ypsilanti, MI

GPA: 4.0

#### **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**

#### **Graduate Instructor**

September 2019 – Present

Eastern Michigan University, Ypsilanti, MI

- Graduate Assistant teaching in the English Department First Year Writing Program.
- Performing essential classroom tasks such as designing activities, teaching materials, leading discussions, grading content, etc.

#### **Graduate Assistant**

September 2020 – Present

Eastern Michigan University, Ypsilanti, MI

- Graduate Assistant working for the Office of Campus and Community Writing.
- Working with several different writing organization partners creating content including promotional materials, organizational documents, publication pieces, website content management, social media content, etc.

#### **Manager at Papa John's Pizza**

September 2019 – September 2020

Papa John's Pizza, Monroe, MI

- Evening shift supervisor managing the business and staff.
- Performing necessary tasks including customer service, food preparation, inventory, team management, and money management.

#### **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:** Mobirise, Squarespace, Quickbooks, Pinnacle, Quadpoint, and Microsoft Office: Word, PowerPoint, Excel, Access.

**HONORS / ACTIVITIES / CERTIFICATIONS**

<b>Member,</b> Honors Program at Saginaw Valley State University	2015 – 2019
<b>Member, President,</b> Clever Country Clovers 4H	2010 – 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 – 2018
<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

- |   |   |
|---|---|
| 1. <b>Adam Christie</b><br>Supervisor<br>Saginaw Valley State University<br>7400 Bay Rd.<br>University Center, MI 48710<br>810.294.3888   | Relationship: <b>Supervisor for Retail Dining at Saginaw Valley State University.</b> |
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| 2. <b>Dr. Brad Herzog</b><br>Associate Professor of Rhetoric and Professional Writing<br>Saginaw Valley State University<br>7400 Bay Rd.<br>University Center, MI 48710<br>bherzog@svsu.edu | Relationship: <b>Professor at Saginaw Valley State University.</b>                    |
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