

Gabrielle Alston

7991 Kreps Dr., Monroe, MI 48162
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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
Eastern Michigan University, Ypsilanti, MI

Anticipated April 2021

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 First Year Writing Program.
- Performing essential classroom tasks such as designing activities, teaching materials, leading discussions, grading content, etc.

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, 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

- | | |
|---|---|
| 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. Dr. Brad Herzog
Associate Professor of Rhetoric and Professional Writing
Saginaw Valley State University
7400 Bay Rd.
University Center, MI 48710
bherzog@svsu.edu | Relationship: Professor at Saginaw Valley State University. |