

# **Curriculum Vitae**

## **Personal Details**

**Full Name:** Gabrielle Eden Layne

**Nationality:** Swedish and Trinidadian

**Date of Birth:** 1994/09/05

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## **Profile**

Recently graduated from Ekbackeskolan in Sweden there I majored in social science and economics. It gave me a good insight on how both people and businesses works. I'm experienced in customer service while working in a busy environment. Flexible regarding hours of working and can work weekends and evenings/nights. I'm very excited to gain more knowledge and skills and will work in whatever rolls required.

## **Work Experience**

### **April – June 2010 Konsum – Cashier and Costumer Service employee**

- Follow proper procedures for customer check out, handling of tenders, use of tares, sales of alcoholic beverages performing all cash register functions
- Following all cash handling procedures
- Keeping the Customer Service department clean, well-stocked, and organized
- Following established procedures to report errors in retail pricing or signage

### **June-July 2010**

### **September- December 2010 – Assistant at SFI (Swedish for Immigrants class)**

- Assist in monitoring supplementary work and independent study.
- Provide assistance with individualized program materials.
- Assist the teacher in observing, recording, and charting behaviour.
- Assist the teacher with crisis problems and behaviour management.
- Carry out tutoring activities designed by the teacher
- Support students in their participation in activities in the community.
- Supervise and/or participate with students in community-based programming when requested.

### **July- August 2011 -Osby's local Library Assistant**

- Provide assistance to library users
- Plan library events
- Pack and sort books
- Order books for the library and order books from other local libraries that the users requested
- Help people find books suitable for them

### **January 2014- Present**

#### **Eastlme- Floor Attendant/Bartender/ Receptionist**

- Troubleshoots and repairs minor problems at the machine. Documents those repairs unable to fix at machine level.
- Circulates throughout assigned area, maintaining visibility for guests within that area.
- Exchanges large denomination bills into requested denomination bills and coins.
- Provides information to guests, such as how to play various gaming machines, and general information about the casino and games offered.
- Initiates jackpot/fill documentation, either manual or automated and retrieves amount of cash or coin necessary to complete transaction.
- Witness/verify both at the gaming machine and on manual documents, Jackpots and coin hopper fills.
- Summons restaurant service as requested.
- Assists in resolving guest opportunities.
- Assists in maintaining cleanliness and safety within the gaming area.
- Notifies management of potential problems within the gaming area.
- Serve food and drinks to customers
- Restock the bar and fill in stock sheets
- Checking and check out customers
- Sort the customer sheets

### **Education**

Ekbackeskolan, Osby Sweden 2010-2013- Social science and economics program

**List of subjects completed :** Information and layout, Computing, English, Business Economics, Organisation and Leadership, Small enterprises, International Economics, French, Philosophy, Geography, History, Mathematics, Natural Science, Social Studies, Psychology, Religion, Law, Civics, European Studies, Spanish, Swedish.

## **Skills**

Application: Microsoft office

## **Language Competence**

First language: English

Other Language : Swedish, Spanish, French

Reading Skills: Swedish very good, Spanish good, French fair

Writing Skills: Swedish very good, Spanish fair, French fair

Verbal Skills: Swedish fluent, Spanish fair, French fair

## **References**

Katrina Joshua

Police officer

678-4407

Caroline Hunter

English and Psychology teacher

Ekbäckeskolan, Osby

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Tobias kedegren

French teacher

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Thomas Wiking

Librarian

Osby library

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