

BRENDON GABRIEL

490 East 23rd Street. Apt. E1 ■ Brooklyn, NY 11226 ■ (347) 742-1922 ■ brendonkeng@gmail.com

SUMMARY OF QUALIFICATIONS

ACTIVE NEW YORK DRIVER'S LICENSE

- Dedicated and hardworking college graduate offering an impressive educational background in Environmental Studies, with applied experience in research, analysis, documentation, client services, and administrative support. Adapt easily to challenging and complex situations; acting with integrity, diplomacy, professionalism and absolute accountability. Also, dedicated and hard working in photography offering a background of camera knowledge and direction thought through outside classes and sources.
- Excellent communication, organization and critical thinking skills, written and verbal. Work well both independently and as a productive member of the team. Resourceful and analytical, with strong problem-solving abilities. Produce quality documentation and reporting, with a good understanding of Environmental Protection Agency (EPA) regulations.
- Proficient in Microsoft Office (Word, Excel, Access, Outlook, PowerPoint), Adobe Lightroom, Adobe Photoshop, Adobe Premier (beginners) online research sites, and the Internet. Able to master complex systems and new applications in a minimum of time. <https://brendongabriel.weebly.com/> (This is a link to my creative work)

AREAS OF FOCUS

- | | | |
|---|-------------------------------------|------------------------------------|
| ■ Production | ■ Creative Direction | ■ Data & Technology Administration |
| ■ Research, Investigation & Documentation | ■ Processes & Procedural Compliance | ■ Fashion and Music Industry |

EDUCATION & ATHLETIC ACHIEVEMENTS

Iona College, New Rochelle, NY

2017

■ BACHELOR OF ARTS ■ ENVIRONMENTAL STUDIES

Coursework: Botany; Ecology; Environmental Science; Modern Biology: Climate & the Environment; Chemistry; Global Cities & the Environment; Evolution, Ecology, & Biodiversity; Colloquium in Environmental Studies; Environmental Politics Honor Roll (2011-2017) ■ Academic Achievement (2010)

- | | |
|---|------|
| ■ City Council Citation and New York State Assembly, Certificate of Merit | 2012 |
| ■ Marty Markowitz Athletic League Indoor Track and Field, NYC Champs | 2012 |
| ■ Senator Velmanette Montgomery Certificate of Recognition, NYC Champs | 2012 |
| ■ U.S. House of Representative Certificate, Special Congressional Recognition: PSAL Boys Varsity Track Team, City Champions | 2012 |

ENVIRONMENTAL PROJECT

ENVIRONMENTAL RESEARCH & PRESERVATION ASSISTANT

2017

- Assisted Professor Christina Andruk in the extraction and collection of invasive plants, including *Coryalis Incisa*, from pre-surveyed plots and banks of the Bronx River. Identified percentage of invasive plants per area, de-rooted and collected every invasive species, and replaced these with native varieties. Collected 45 measurements per plant in lab and recorded findings. Completed research paper on why ants are attracted to the *Coryalis Incisa* plant.

EMPLOYMENT HISTORY

PARAPROFESSIONAL – BROOKLYN EXCELSIOR CHARTER SCHOOL

CURRENTLY

- Generally assist teachers in the classroom, supervise students outside of the classroom, or provide administrative support for teaching. Job duties range from filling teaching positions to supplementing regular classroom curriculum with additional enrichment activities for students.

PRODUCTION ASSISTANT – BUREAU BETAK /NYC FASHION WEEK

FALL 2017

- Loaded/unloaded production equipment, handled petty cash daily, and completed special projects as assigned. Maintained a positive and professional working relationship with clients and production crews. (Alexander Wang Fashion show/Jimmy Choo Fashion Show)

MISSION MINISTRY ASSISTANT – Iona College, Office of Mission and Ministry

winter 2017

Did community service for a family and local kids in Lima, Peru which is considered a third world country. My responsibilities consisted of staying with a family and helping them with the process of building a house. Other duties consisted of running a free day camp for the local children where we planned fun games and activities for them.

CAMPUS LIAISON – Iona College, Office of Conference Services, New Rochelle, NY

summers 2016 & 2017

- Acted as a liaison between campus service departments and the greater campus community. Reserved spaces, setup event facilities and safely escorted groups around campus and to event locations.

ADMINISTRATIVE SUPPORT - Iona College, Student Financial Services, New Rochelle, NY **2016 - 2017**

- Filed student forms, records and documents, ensuring accuracy, timeliness and confidentiality. Provided administrative support, as needed. Acted as a liaison for students, faculty, staff and the general public regarding Office services, policies, and procedures. Greeted and directed visitors to the appropriate channels. Operated basic office equipment.

PRODUCTION ASSISTANT - TK Digital, New York, NY **2016**

- Transported clients to and from various production locations throughout New York City, driving company van. Ran errands for cast members, loaded/unloaded production equipment, handled petty cash daily, and completed special projects as assigned. Maintained a positive and professional working relationship with clients and production crews.

FOOD SERVICE - Applebee's Restaurant, Brooklyn, NY **summers 2014 & 2015**

- Provided friendly, quality sales and service to restaurant customers. Seated patrons, explained menu items, promoted specials, and completed food and beverage orders. Prepared itemized checks and handled cash/credit card payments.
- Organized tables, maintained dining facility and oversaw the safety and cleanliness of assigned areas.

MESSENGER - Lugo's Hair, New York, NY **summers 2010 - 2012**

- Maintained logs and records on all items for pickup and delivery. Delivered packages, boxes, paperwork and other sensitive documentation, adhering to strict client confidentiality. Maintained superior customer service.