

# Giselle Jaude

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## PERSONAL STATEMENT

- A highly motivated, hardworking, and enthusiastic individual with extensive knowledge of computers. Able to use own initiative and to work as part of a team under pressure to meet challenging deadlines/objectives. Strong communication and organizational skills with the will and determination to succeed. Very conscientious of what I can contribute to the success of the company and will strive to make every effort toward the company's success.

## EDUCATION

### **University of California at Santa Barbara, Santa Barbara, CA**

*Bachelor of Arts in English Literature , Jun 2015*

- Specialization: Literature and the Mind

## WORK EXPERIENCE

### **DYNAMICS CAPITAL GROUP, Los Angeles, CA**

Administrative Assistant/Real Estate Acquisitioner, Jan 2008 - Feb 2009

- Answer phones and file documents
- Reply, file, and send emails
- Bookkeeping and social marketing
- Set up appointments and book flights for President/CEO
- General office work
- Find properties based on employer's criteria
- Negotiated a commercial real estate deal

### **ABERCROMBIE & FITCH, Los Angeles, CA**

Salesperson, Feb 2009 - Feb 2010

- Greet customers and answer phones
- Fitting rooms and go-backs
- Cashier
- Fold and steam clothes

### **FEINBERG, MINDEL, BRANDT, & KLEIN, LLP, Los Angeles, CA**

Intern, Jan 2013 - Mar 2013

- Purge, scan, and file documents

## VOLUNTEER WORK

- Marymount Interact Club (President and Founder)
- Foundation Fighting Blindness (Fundraising Committee Member)
- Bunnies Urgently Needing Shelter (Volunteer)
- First A.M.E Legal Clinic (Client Intake)

## SKILLS

- Very punctual and hardworking
- Able to quickly learn new skills, multitask, and handle many responsibilities at once

- MS Word, ACT, MS Excel, MS PPT, MS Outlook, Loopnet, Redfin, MLS proficient