

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