

Gabrielle R. Raines

304 Brockway Place
Saginaw, MI 48602
(989)-327-0546
rainesga@msu.edu

EDUCATION

Michigan State University, East Lansing, MI
Communication Arts and Sciences
Major in Advertising Creative

May 2020

WORK EXPERIENCE

Wanigas Credit Union, Saginaw, MI
Project Manager

May 2018 – Present

- Estimated the time in which the file room would be cleared out for renovation at the main branch
- Documented which loan documents were shredded or to be scanned
- Developed a daily schedule in order to complete tasks on time

Wanigas Credit Union, Saginaw, MI
Intern

May 2016 – Aug 2017

- Provided assistance with the scanning and electronic filing of approximately 30-40 loan documents in a timely and efficient manner
- Demonstrated a professional versatility by assisting on the teller line in an effort to best serve the Wanigas membership
- Served as a point-of-contact for members seeking help regarding their account

ACTIVITIES, HONORS & SKILLS

- **MSU Stars**, *Member*
- **Adobe InDesign**
- **Adobe Illustrator**
- **Adobe Photoshop**
- **CSS/HTML**
- **Residential Business Community**, *Member*
- **Microsoft Certified**, *Excel, Word, and PowerPoint*