



GABRIELLE RAINES

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1342 Old Canton Lane, East Lansing, MI 48823

PROFESSIONAL SUMMARY

Resourceful and reliable worker with a commitment to efficiency and working closely with other departments. Great attention to detail and ability to accurately forecast markets.

SKILLS

- Project Management
- Advertising understanding
- Adobe Creative Suite
- Case studies
- Digital marketing
- Social media engagement
- Extremely organized
- Team leadership

WORK HISTORY

Student Recycling Assistant | Michigan State University - East Lansing, MI 08/2018 - CURRENT

- Participated in waste diversion projects to keep recyclable material from landfills
- Trained/mentored student workers about the importance of sustainability
- Provided aid to the reduction of waste in the State of Michigan

Project Manager | Wanigas Federal Credit Union - Saginaw, MI 05/2018 - 08/2018

- Improved resource allocation to promote efficiency and deadline management
- Achieved project deadlines by coordinating with contractors to manage performance
- Worked with senior leadership to ensure complex projects were completed on time

Loan Department Intern | Wanigas Federal Credit Union - Saginaw, MI 05/2016 - 08/2017

- Provided assistance with the electronic filing of loan documents in a timely and efficient manner
- Demonstrated a professional versatility by assisting on the teller line in an effort best to serve Wanigas members
- Served as a point-of-contact for members seeking help regarding their account
- Entered details such as payments, account information and call logs into the computer system

EDUCATION

Michigan State University, East Lansing, MI 2020
Bachelor of Arts: Creative Advertising