

Gabrielle “Gabby” Lara Larimore

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EDUCATION

University of Illinois Chicago
Master of Public Policy

Chicago, IL
Expected 2026

University of New Mexico
Bachelor of Arts Double Major
Theatre (Acting) and Art Studio (Photography)

Albuquerque, NM
2016

WORK EXPERIENCE

City Colleges of Chicago (CCC)
Executive Office Support Liaison
Staff Assistant - District Office

Chicago, IL
2022- Present
2021-2022

- Facilitate conversations between senior leaders and key external partners
- Manage the calendars, travel arrangements, and reimbursements for the Chancellor, Provost, Chief of Staff, and other District staff as needed
- Handle signature requests for Chancellor and Chief of Staff; draft letters and emails; maintain office supply inventory
- Collaborated with internal and external stakeholders to plan a Study Visit for the United States Department of Education, funders, and other partners to learn about the Chicago Roadmap partnership with CCC and Chicago Public Schools
- Assisted with the coordination of the 2023 Learning Agenda Symposium: *Building Towards Equity in Higher Education*; including scheduling panelist calls, compiling materials, set up and take down of space

Chicago Children's Museum
Supervisor, Guest & Member Operations

Chicago, IL
2019-2020

- Coordinated training for all new hires; provided continued support and training for current employees
- Provided support to Manager of Guest and Member Operations with managing day-to-day
- Managed a team of eight

HP Inc.
Health & Safety Risk Manager
French/English Supervisor
French/English Escalations Case Manager

Rio Rancho, NM
2018-2019
2016-2018
2016-2016

- Promoted within the company because of proven customer support and leadership skills
- Resolved 200+ high-level customer service issues for English and French-speaking customers in a warm and friendly manner via phone and email, ensuring their satisfaction with HP
- Collaborated with a team of 4 to launch, develop, and implement a training program for my peers to help prepare them for the next step in their careers
- Oversaw teams of 10-18 people
- Earned Rookie Rockstar Award twice within the first year for surpassing goals

SKILLS

- Bilingual French – English
- MS Office (Word, Excel, PowerPoint), Google Suite, Adobe Suite, R