

GABRIELA MIRANDA

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EXPERIENCE

NOVEMBER 2017 – PRESENT

ART ASSISTANT, UNCONVENTIONAL

- Assist in painting murals
- Organize and distribute paint
- Engage audience to participate in painting
- Participate in preparation and clean up
- Mentor audience in paint techniques

JULY 2015 – OCTOBER 2017

DATA ENTRY SPECIALIST, SAMBA SAFETY/SOFTECH INTERNATIONAL

- Update information
- Input and organize data
- Manage and distribute emails

FEBRUARY 2015 – MAY 2015 (TEMP)

FRONT DESK RECEPTIONIST, KIWANIS CLUB OF LITTLE HAVANA

- Answer & direct phone calls
- File & fax documents
- Prepare documents for board meetings
- Organize vendor lists
- Take payments from vendors
- Assist in Carnaval on the Mile

JULY 2014 – FEBRUARY 2015

ADMINISTRATIVE ASSISTANT, RIGHT HIRE STAFFING SOLUTIONS

- Answer & direct phone calls
- File & fax documents
- Distribute mail
- Input data
- Update information

EDUCATION

2016 – (ANTICIPATED GRADUATION) 2019

BFA IN VISUAL ARTS, MIAMI INTERNATIONAL UNIVERSITY OF ART & DESIGN

- Dean's Honor Roll, 3.5 GPA

2013 – 2015

ART INSTRUCTION SCHOOLS, ART CERTIFICATE

2013

HIGH SCHOOL DIPLOMA, G. HOLMES BRADDOCK SENIOR HIGH SCHOOL

SKILLS

- Bilingual
- Positive attitude
- Exceptional organization skills
- Photoshop CS4 certified
- Call center skills
- Excellent customer service
- Great listener
- Proficient in Microsoft Office