

Gabriel Edwards

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Target Field: General / Other

PROFILE

Operations Coordinator interested in General / Other. Hard worker and team player. Looking for a job where I can learn and do my best.

EDUCATION

University of Maryland

B.A. General Studies

Boston, MA

2018 — 2021

- Some coursework completed

EXPERIENCE

Operations Coordinator — Oakline Services

Seattle, WA | 2023 — 2025

- Did a lot of different tasks and helped when needed.
- Assisted with various activities and learned along the way.
- Responsible for many things in the job.

Operations Coordinator Intern — Northwind Support

Raleigh, NC | 2021 — 2022

- Did a lot of different tasks and helped when needed.
- Worked with the team on stuff and tried to meet deadlines.

Associate — Everline Partners

Phoenix, AZ | 2017 — 2018

- Responsible for many things in the job.
- Worked with the team on stuff and tried to meet deadlines.

PROJECTS

Various Projects

- Worked on different projects for school and work.
- Helped with planning and execution.

SKILLS

Skills: Communication, Teamwork, Microsoft Office, Problem solving

Certifications: Customer Support Foundations, Google Workspace Admin (Basics)