

# GABRIEL FRANCIS

## CAREER SUMMARY

Recently graduating from INDLS - Indiana Digital Learning School. Assisting at a pre-school maintaining order in the classroom, preparing/cooking meals, prep/cleanup of activities, teaching, check-in/out of students, and various other duties. Maintaining excellent ratings and meticulous communication with customers as a SHIPT Personal Grocery Shopper.

## EXPERIENCE

### Shipt Shopper

2019 - present

*Initiate communication with the customer. Communicate any items not found while exceeding requirements and provide alternatives. Process all special requests while conveying items that cannot be shopped in Indiana. Alert customer as to delivery time. Take care to prevent damage to items during load/unload and transit times.*

### Kiddie Kingdom Academy - Pre-School Worker

2018 - 2019

*Monitored children's activities in the classroom and on the playground, set up for weekly classes, tear down from weekly activities due to shared space, prepared meals and distributed to children, checked students in and out while communicating with parents, assisted with lessons.*

Tawana Fazle

## REFERENCES

Christina Rehl	INDLS Teacher	463-200-9376
Tawanna Fazle	Former employer	317-361-6127
Jeanie Reimann	Friend of Family	317-506-4065

## BUSINESS SYSTEMS

Microsoft Office, Word, PowerPoint, Excel, Outlook, Apple Pages, Numbers, Keynote, Adobe Photoshop, Illustrator, Premiere, Moodle