

GABBY GATOR

4701 N. Charles Street Baltimore, MD 21210 ■ 410-55-1234 ■ ggator1@live.ndm.edu

OBJECTIVE: To obtain a full time position as an art teacher.

EDUCATION:

Notre Dame of Maryland University, Baltimore, MD

Bachelor of Arts in Childhood Education

GPA: 3.75/4.0

Expected Graduation: May 2018

EXPERIENCE:

Friends School of Baltimore, Baltimore, MD

Art Classroom Assistant

August 2016 – Present

- ❖ Aiding children by providing them with ways to engage in artistic expression.
- ❖ Facilitating classroom management, manage inventory and accounting for K-5 art program.
- ❖ Collaborating with teachers, counselors and social workers to include students with special needs in weekly art classes.

Notre Dame of Maryland University, Baltimore, MD

Student Assistant at the Career Center

August 2015 – June 2016

- ❖ Marketed events for the Career Center through advertising vehicles such as social media, flyers, posters, and Gatorworks.
- ❖ Managed front desk responsibilities which include taking phone calls, answering emails, faxing, made copies, and appointments.
- ❖ Managed the Gator Works database by adding, deleting, and modifying job listings.

Starbucks, Baltimore, MD

Barista

May 2014 – July 2015

- ❖ Met company's mission statement through providing excellent customer service, sanitary rules, and working respectfully alongside others.
- ❖ Excelled in working in a fast pace environment with minimal error.

ACTIVITIES:

Road Scholars, General Member

- ❖ Planning and participating in club events.

January 2016 – Present

Columns, Writer

- ❖ Taking lead in producing and writing stories for the school newspaper.

January 2016 - Present

Omega Phi Alpha, Treasurer

- ❖ Organized the club's budget after every event.
- ❖ Took full responsibility of the clubs funds.

August 2015 – June 2017

SKILLS:

- ❖ Microsoft Office Suite
- ❖ Fluent in English and Spanish
- ❖ Detail Oriented
- ❖ Advanced Communication Skills