

Gabrielle McIntyre



EXPERIENCE

Office Associate

Northern Arizona University: Criminal Justice Department
01/15-05/15

- assist with clerical support in an office setting
- check the office email for any incoming emails
- print emails, make copies, and send fax
- stock the office with essential supplies
- greet students and customers with a professional and friendly attitude
- offer assistance to anyone in the department looking for extra help

Office Associate

Sears Holding Co.
10/14-11/14

- assist with clerical support in an office setting
- record previous day's financial information
- sort and file reports and documents
- enter in data and print reports
- assist in any other office support duties

Sales Associate

Macy's
03/2013 – 9/2013

- provide excellent customer care while ensuring a comfortable shopping experience.
- responsible for selling products to customers
- provide outstanding customer service
- sign customers up for credit cards and sales promotions
- provide customers with a satisfying experience
- assist customers in finding products that match their needs

Cashier

D&W Fresh Market
09/2012- 07/2013

- assist customers on the sales floor with any questions or concerns

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- bag groceries
- ensure customers are satisfied by giving great customer service

Cook/Inside Worker

Jets pizza
11/2010 – 03/2012

- Cook and cut pizzas; sent the orders out to the customers
- answer phones and established orders
- run the cash register
- help open/close the store
- prepare food
- wait on tables
- provide a clean store for customers

EDUCATION

Arizona State University (currently attending)

- Major in Communication, minor in media analysis

East Grand Rapids High School

- Grand Valley State University early college (pre-med)
- Specialized Training in HIPAA, Medical Terminology, Phlebotomy, Respiratory and Cardiac Technician