

Gabrielle Carpenter

Cropwell, AL 35054

Gabriellec.613@Gmail.com

205-863-1653

Authorized to work in the US for any employer

Work Experience

Front Desk Agent

Holiday Inn Express | Indus Hospitality Group - Irondale, AL

April 2017 to Present

I assist each guest to the best of my ability by checking them in and out of rooms, answering any questions, and attending to any requests. I operate our desk and maintain an orderly office area as well as a professional atmosphere. I operate our switchboard, and often handle many calls at one time.

Office Associate

Kmart - Pell City, AL

February 2017 to April 2017

I operated the cash office each day for the store. This required me to total store sales each day, find and correct any errors, assemble deposits, and organize paper work.

Certified Nursing Assistant

The Village at Cook Springs - Pell City, AL

March 2014 to January 2017

I provided care to long-term residents of a skilled nursing facility. I assisted nurses with medical care. I also acted as a server during meal times.

Assistant Teacher

Victory Christian Preschool - Pell City, AL

October 2011 to December 2012

I provided fun yet safe environment for children ages 1-4 to play in. I substituted for teachers when absent. I also maintained a clean classroom. I also reported to parents updates on how their children behaved.

Education

English

Jacksonville State University - Jacksonville, AL

September 2015 to December 2018

High School Diploma

Victory Christian School Pell City - Pell City, AL

2012

Skills

Typing(45 WPM)

Certifications/Licenses

CNA