

LAKERRIA GILBERT

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Seeking to secure an internship position to fully utilize my experience, training, and skills while making a significant contribution to this course's success.

EDUCATION

Georgia State University, Andrew Young School of Policy Studies, Atlanta, GA

Bachelor of Science in Public Policy

Concentration: Public Management & Governance

GPA: 3.6

Relevant Coursework:

Critical Policy Issues, Applied Policy Analysis, Nonprofit Leadership & Mgt, Policy Leadership, Citizenship in Local Community, Public Administration & Politics, Intro to Nonprofits

Perimeter College - Georgia State University, Atlanta, GA

Associates degree in Speech Communication

MAY 2022

GPA: 3.6

- Four-year honor roll student
- Spring 2022 STAR AWARDS (Student Academic Recognition)
- Honor Society
- Fall 2021 President's List @Georgia State University

WORK EXPERIENCE

Student Assistant at GSU

SEPTEMBER 2022 – CURRENT

Translational Research in Neuroimaging and Data Science – Atlanta, GA

- Perform administrative tasks required by university staff.
- Perform receptionist tasks required by university staff.
- Prepare meeting rooms for university meetings.
- Trained new Student Assistant on processes and policies.
- Utilized a computer to type letters, develop forms, and proofread publications.
- Entered data into the computer related to Freshman Exemptions Mailing and Inventory Logs.
- Performed varied clerical duties such as filing, copying, running errands, answering the telephone, and assisting students.
- Prepared signs, posters, and mailings and assisted with other tasks and projects as assigned.

Seasonal Operations Specialist

FEBRUARY 2022 – AUGUST 2022

GEORGE PADMORE LLC. – Atlanta, GA

- Managed short-term rental business.
- Provided client management service, day-to-day reservations management, maintenance and replenishment management, supervision over housekeepers, online platform updates, and sales prospecting.

Shift Manager

MAY 2020 – FEBRUARY 2022

BUFFALO WILD WINGS "GO" – Atlanta, GA

- Assisted the general manager in daily operations, coaching team members to ensure tasks are performed effectively.
- Supervised the operations on a shift-by-shift basis.
- Responded to calls and emails/data entry.
- Managed customer requests/concerns/communications.

Hostess/Cashier

JANUARY 2019 – NOVEMBER 2019

BAHAMA BREEZE – Tyngsboro, MA

- Greeted guests, making reservations, seating guests, handling phone calls and guest inquiries about the restaurant, menu, and assisting many restaurant staff when necessary.

Crew Member/Cashier

MARCH 2016 – OCTOBER 2017

WENDY'S – Jonesboro, GA

- Greeted customers, suggesting, and taking orders, operating the cash register, performing food preparation, cleaning duties (dining room), and drive-thru duties.

SKILLS

Speech Communication skills, Critical Thinking-Problem-Solving skills, Leadership skills, Teamwork, Management skills, & Basic Computer skills.