

# Gabrielle Seguin

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## **Employment Experience:**

**Albasha Greek & Lebanese                      Baton Rouge                      January 2018-current**

*Assistant Manager*

- Help customers make food/beverage decisions
- Take/serve orders and answer any questions the customers have
- Issue bills, collect payments, operate cash registers
- Oversee 15 employees on a weekly basis
- Make schedules and assist in any schedule changes
- Assist manager and owner in the hiring process

**Southern Sophisticate Boutique      Baton Rouge                      October 2016-April 2017**

*Sales Associate*

- Provided customer service and managed purchase orders
- Operated cash registers and managed financial transactions
- Stocked clothing and accessories strategically placed throughout boutique
- Put together multiple outfit looks, took pictures, and posted on social media platforms
- Posted daily on the boutique's social media with pictures of outfit choices and sales

**Brandel Construction Company      Baton Rouge                      May 2017-December 2017**

*Secretary/Payroll advisor*

- Answered calls and took messages
- Maintained files and scheduled appointments
- Created and distributed weekly paychecks
- Filed monthly tax documents
- Created and fulfilled invoices for 20+ customers

## **Skills:**

Proficient in all Microsoft applications

Proficient in Adobe Photoshop and Lightroom

Working knowledge in Word Press

Proficient in social media platforms: Facebook, Instagram, Twitter, Youtube, and Weebly

Proficient in QuickBooks P.O.S.

## **Awards/Volunteer Positions:**

National Honors Society Secretary and President's List throughout high school and Tuition Opportunity Program for Students Award Recipient,

## **Education:**

*High School:* Christian Life Academy, Baton Rouge, Louisiana                      *May 2017*

*College:* Louisiana State University (LSU)

- BA in Public Relations and minor in Business--in Progress