

Gabrielle Duncan Cleveland

MIT Graduate Program

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Qualifications:

Trustworthy, analytical, responsible, ethical, and discreet, committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects and able to multi-task effectively.

Capabilities include Data entry, 60 wpm, word processing, clerical skills (experience with all Microsoft applications) Reconciliation, Customer Service, logistic management, leadership skills

Experience:

Supply NCO 05/2018-present 6205 Pendleton Ave, JBLM, WA 98433

Serves as the Unit Supply Sergeant responsible for the request, receipt, issue, and accountability, of individual, organizational, installation, and expendable supplies and equipment; operates unit level computer (ULC); schedules and performs preventive and organizational maintenance on weapons and other sensitive items; posts transactions to property books and transaction files; initiates financial liability investigations of property loss (FLIPL); responsible for \$4.7 million worth of organizational and theater provided equipment; responsible for the training and personal welfare of one Soldier. Serve as Section leader of the Supply Section. Leads and advises soldiers on professional and personal matters.

Budget Assistant 07/2014-05/2016 36 Quartermaster Drive, Camp Murray, WA 98390

Work with program and project managers to develop the organization's budget. Review managers' budget proposals for completeness, accuracy, and compliance with laws and other regulations Combine all the program and department budgets into a consolidated organizational budget and review all funding requests for merit. Explain their recommendations for funding requests to others in the organization, legislators, and the public. Help the chief operations officer, agency head, or other top managers analyze proposed plans and find alternatives if the projected results are unsatisfactory. Monitor organizational spending to ensure that it is within budget. Inform program managers of the status and availability of funds. Estimate future financial needs. Responsible for preparing financial spreadsheets, and reports for the use of junior and senior financial managers.

Automated Logistic Specialist, 9/23/2013- present, US Army National Guard, JFHQ Training Dept., BLD 33, Camp Murray, WA

Establish and maintain stock records and other documents such as inventory, material control, accounting, and supply reports. Initiate, update, and maintain accurate records and accountability; review and verify quantities received against bills of contracts, purchase requests, and shipping documents. Unload, unpack, count, segregate, palletize, and store incoming supplies and equipment. Construct bins, shelving, and other storage aids. Simplify and standardize the collection and use of maintenance data. Raise the quality and accuracy of performance, cost, and parts data through improved maintenance management.

Crew Trainer, 06/23/2012 - 01/12/2014, McDonald's, 15004 Union Ave SW Lakewood, WA 98498

Train new crew members on new stations. Train new crew members on procedures and guidelines of McDonald's. Make sure crew members are performing up to McDonald's standards by showing them how to research written guidance on procedures and then apply them. Documented performance and training status of new employees; maintained an accurate record of training and provided reports to General Manager. Assessed the performance of employees and made recommendations to General Manager on ways to improve training processes.

Data Entry, 04/12/2009 - 04/12/2010, Sound Screening, 3012 South 47th Street #7, Tacoma, WA 98409 Tacoma, WA

Enter applicants' applications into the automated system. Pull applicants' credit reports. Compile client records and file completed reports. Process applicants' payments.

Customer Service Representative, 01/05/2008 - 03/13/2009, ACS, 8535 Commerce Place Drive Northeast, Lacey, WA 98516 Tumwater, WA

Answer multi-ringling lines from Verizon customers. Service Verizon customers account. Answer billing questions.

Administered Tier 1 troubleshooting. Ordered Verizon equipment.

Volunteer Experience:

Parent Coordinator, Dower Elementary School 09/2018-09/2022

Co-President of Parent of African American Students Association- Bellarmine Prep 09/2021-present

Education:

05/2022-09/2023, The Evergreen State College 1210 6th Ave Tacoma WA 98405, applied for BA degree.

09/2012-05/2014, Pierce College, 9401 Farwest Dr. SW, Lakewood, WA 98498, no degree awarded.

09/2004-01/2008, James Madison High School, Norcross, GA, earned High School Diploma

References:

Amy Hansen
Shalene Howard
Ebony Miller

Readiness NCO
Medical Assistant
Social Worker

425-773-5576
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253-448-6504