

Gabrielle C. Chulick

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EDUCATION

University of New Orleans

May 2020

Bachelor's Degree in English; 3.8 GPA

New Orleans, LA

- **Honors:** Magna Cum Laude, Elizabeth Coulter Stephenson Grant Recipient, TOPS Scholarship Recipient, Alpha Lambda Delta National Honor Society
- **Leadership:** Delta Zeta Sorority; Head Ritual Guard, Public Relations Chair, Head of Bid Day Committee

WORK EXPERIENCE

Certain Property Management

Jan 2021 – Current

Property Assistant

New Orleans, LA

- Addresses and resolves residents' questions, concerns, and complaints in a timely manner via phone and email communications
- Assists in managing all aspects of property's occupancy and maintenance
- Collaborates with property manager to produce marketing materials and blast emails
- Collects monthly condominium dues and maintains records of payments and owner activity
- Coordinates with outside vendors to arrange for various projects and building work

Renaissance Publishing LLC

Aug 2019 – May 2020

Digital Media Intern

Metairie, LA

- Collaborated with editor to post content across social media platforms
- Scheduled publishing of future content through various scheduling tools and management systems
- Wrote articles and editorial content for company's website

Subscriptions Administrative Assistant

- Organized advertisement content by pairing magazine tare sheets to client invoices
- Coordinated with office manager to enhance administrative duties
- Inputted subscription renewals and client information into Magazine Manager and Microsoft Excel

Whole Foods Market

Jun 2017 – Aug 2019

Cashier

Mandeville, LA

- Partnered with supervisors to solve problems and handle customer complaints
- Operated cashier POS systems and handled customer groceries and products

University of New Orleans

Jan 2017 – Aug 2019

Sales Associate

New Orleans, LA

- Boosted sales by implementing techniques to enhance product presentation in collaboration with retail representatives

Desk Attendant

- Answered phone calls and questions from guests. Directed to appropriate departments on campus.

SKILLS & INTERESTS

- Writing; Social Media; Google Analytics (certified); Google (Drive, Calendar, Sheets, Docs); Photo Imaging (Adobe Photoshop, Illustration, Lightroom, Canva); Microsoft Office (Word, PowerPoint, Excel); admin support; time management; customer service; multitasking; organization; deadline-oriented; detail-oriented