



Gabriela Urgiles  
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## OBJECTIVE

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Currently I am a sophomore student at Kean University with hoping to gain more experience in customer service and operations! I work well with others and enjoy meeting new people in and outside of work. I would like to provide a friendly environment for others and hope to help customers in ways I can relate too.

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## EXPERIENCE

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Edy's Bar and Grill (12/2017-06/2018)

Cashier/Stocker

- Responsible for all sales transactions and ensuring that orders were placed correctly by phone and in person. Understand the use of POS system including Clover.
- Ensured that everything in restaurant was met to standard and necessary items were always in stock and ready for preparation.
- Provided customers with great service and assistance, as well to fluently speak in Spanish.

Golden Tiger Construction Inc. (08/2020-12/2023)

Secretary Assistant/Keyholder

- Held responsibility that facility was clean and stocked with necessary documents and provided a necessary assistance for customers upon arrival.
- Ensured all transactions were met and on time by invoice and company name. Able to understand how to use Excel and Word for daily employee record.
- Responsible for opening facility and that all needed work was met before opening time to customers.

*(For any further information, please contact Nelly Buezo, manager at Golden Tiger Construction, at (804) 335-4387)*

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## EDUCATION

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- Alexander Hamilton Preparatory Academy (Graduated June 2022)
- Currently enrolled at Kean University as Undergraduate for Bachelor's in Business (Enrolled Sep. 2023- current)

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## **AWARDS AND ACKNOWLEDGEMENTS**

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- Completed Supervisor Drug & Alcohol Training June 2022 for the Department of Transportation.
- Became a Public Notary for the State of New Jersey on April 2022.
- During High School, I have exceeded in completing 35 hours of community service in assisting Make the Road NJ and at Kean University completed 6 hours of community service in assisting upcoming undergraduate students transitioning to the university.
- Completed Online Courses at the following:
  - University of Michigan for Successful Negotiation
  - Wharton School of the University of Pennsylvania for Operations Management