

Therese Gabriel

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Objective: A self-motivated individual looking to obtain a long term position that will enable me to use my strong organizational skills, communication skills, and customer service skills

Skills:

- Ability to achieve immediate and long term goals and meet deadlines
- Over 10 years of cash handling, customer service, and bookkeeping experience
- Excellent communication, organizational and multi-tasking skills
- Capability to execute a number of projects simultaneously
- Ability to work with a diverse population
- Team player and goal oriented
- Ability to work well both independently and as a contributing member of the team
- Passionate about helping others

Education:

09/1982-12/1984 **West Valley College** San Jose, CA
General Education

09/1978-06/1981 **Yerba Buena High School** San Jose, CA
High School Diploma

Experience:

06/2007– 03/2013 **SJC International Airport** San Jose, CA
CSR Agent/Ramp Agent

- Loading and offloading the aircraft, as well as, dispatching aircraft
- Operated ticket counter; opened and closed
- Customer service, which included knowledge of dealing with customers with special needs, all military personnel, law enforcement
- Responsible for catering aircraft
- Dealt with customs

12/2011-03/2013 Texas Smoke House BBQ San Jose, CA

Owner/Manager

- Catering preparation and setup for large events
- Food preparation for restaurant and events
- Opened and closed the restaurant
- Supplied and stocked restaurant merchandise
- Managed the daily lunch and break schedule
- Trained new employees
- Serviced register
- Handled all bookkeeping responsibilities

01/2005-02/2012 Property Management

Owner/Management

- Property management duties include maintaining the daily operations
- Delegate janitorial and landscaping responsibly when problems arise
- Bookkeeping
- Market vacant or soon-to-be vacant units
- Ensure that the tenants and the property representatives are adhering to legal responsibilities.
