

## ***Therese Gabriel***

2080 Alum Rock Ave. #309

San Jose, CA 95116

Phone: 408-775-2662

Email: therese gabriel13@gmail.com

**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:**

<b>09/1982-12/1984</b>	<b>West Valley College</b> <i>General Education</i>	San Jose, CA
<b>09/1978-06/1981</b>	<b>Yerba Buena High School</b> <i>High School Diploma</i>	San Jose, CA

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**Experience:**

<b>06/2007– 03/2013</b>	<b>SJC International Airport</b> <i>CSR Agent/Ramp Agent</i>	San Jose, CA
<ul style="list-style-type: none"><li>• Loading and offloading the aircraft, as well as, dispatching aircraft</li><li>• Operated ticket counter; opened and closed</li><li>• Customer service, which included knowledge of dealing with customers with special needs, all military personnel, law enforcement</li><li>• Responsible for catering aircraft</li><li>• Dealt with customs</li></ul>		

**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.
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