

GIELLA S. RILEY

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QUALIFICATIONS PROFILE

A dependable and adaptable entry level professional that brings a strong work ethic, interpersonal skills and customer service experience. A quick learner interested in gaining more experience in a professional work environment.

EDUCATION and Certificates

Udemy

Certificate of Completion - Become an Administrative Assistant in 2020; April 2020

Capital High School, Washington DC
High School Diploma; 2016

EXPERIENCE

AR Consulting, Washington, DC

January 2018 – Present

Project Intern

- Served as office manager overseeing duties including office maintenance, mailing, and supplies
- Assisted with the generation of Requests for Proposals for vendor procurement
- Maintained an orderly project filing system

Shoprite, Beltsville, MD

January 2019 – November 2019

Front End Associate

- Smiled, greeted, and thanked customers with a positive attitude. Kept work area clean and presentable
- Stood for long periods of time while checking out customers quickly and accurately
- Assisted customers with finding products they needed throughout the store and responded to any questions they had to help with their needs
- Answered the store phone assisting customers with questions they had and transferred calls to the appropriate person as needed
- Translated to spanish speaking customers and also coworkers to aide in ease of communication in clarifying customer questions or concerns

ADDITIONAL INFORMATION

Computer Skills: Microsoft Office Suite, Type 60 WPM

Language Skills: Spanish; Very good command

Soft Skills: Courteous, professional demeanor, adaptable, organized and efficient, committed team player