

GABRIEL VALDEZ

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WORK EXPERIENCE

- **JPMorgan Chase (Financial Institution)** - Thousand Oaks, CA | November 2018 - Present

Associate Banker | Responsible for daily tasks such as managing and servicing customer accounts, handling large transactions for businesses, building rapport with clients, resolving customer issues, servicing ATMs on a weekly basis and maintaining a professionalism inside and outside of the office.

- **McDonald's (Fast Food Chain)** - Thousand Oaks, CA | December 2017 - November 2018

Crew Member | Responsible for giving stellar customer service, being time efficient, managing the drive-thru and front of restaurant, maintaining quality control, and handling money.

- **mxdwn Games (Game News Outlet)** - Los Angeles, CA | September 2017 - September 2018

Editor & Staff Writer | Responsible for managing a team of writers, communicating with clients, hiring/training new writers, delivering weekly department reports, overseeing and embedding media within the website, handling social medias, and delivering 5 original stories per week.

- **Wild Cherry (Frozen Yogurt Shop)** - Thousand Oaks, CA | September 2014 - February 2015

Store Runner | Responsible for cashier services, friendly and immediate customer service, refilling product, cleaning yogurt dispensers and toppings center, maintaining front and back of the store, maintaining inventory, and counting revenue for the day, all while being alone.

SKILLS & ACKNOWLEDGEMENTS

- Experience with Sony Vegas, Photoshop, Microsoft Office, copywriting, copy editing, technical/creative writing, article/web writing and editing, proofreading, and AP style formatting
- Adaptable, responsible, strong communication skills, friendly, outgoing, organized, team-player, independent, quick learner, intuitive, perseverant, customer service, efficient
- National Society of Collegiate Scholars Member, People to People Student Ambassador

EDUCATION

- **Full Sail University** - Creative Writing for Entertainment BFA, Class of 2017 | 2015 - 2017
- **Moorpark College** - General Education Classes | 2015