

GABRIELLA FADDOOL

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SKILLS

Excellent Written Communication
Change management
Attention to detail

Public Speaking
File/records maintenance
Second Language(Spanish)

Results-oriented
Microsoft Excel
Microsoft PowerPoint

EDUCATION

Washington & Jefferson College – Washington, PA
Bachelor of Arts: Overall GPA (3.11)/ Major GPA (3.36)
Major: International Studies, May 2020
Minor: Spanish

PROFESSIONAL EXPERIENCE

Leo Cussen Centre For Law - Australia (Remote)

Human Rights Intern

July 2020- Present

- Identified clients needs for legal counsel.
- Informed clients of all necessary legal opportunities available to them.
- Assisted supervisor with legal documentation review by identifying main points of documents for them to review for cases.

Model UN 2020 - Harvard University, MA

Participant

February 2020

- Drafted legal paperwork to assist with education and healthcare related global issues.
- Resoluted ongoing issues impacting developing countries and communities including culture, behavior and language barrier internally.
- Created amendments to include more pressing issues and provide a base level to universal global issues.

Washington & Jefferson College - Washington, PA

Phonathon Caller (Alumni House)

October 2017- November 2018

- Contacted alumni via outbound calls about college events, different college majors offerings, donations for new college facilities, and organizations.
- Followed a provided script to guide conversations to alumni on behalf of W&J College Fund.
- Verified alumni information through the college private database on file, made notations through a private CRM system.
- Collected credit/debit payment information for online processing.
- Sent physical mail to alumni who preferred mail donation processing.

CERTIFICATIONS

LinkedIn Learning Certifications

- Microsoft PowerPoint 2016: Tips and Tricks
- Microsoft Excel: Introduction to Formatting

INDEPENDENT STUDY

Magellan Project - Washington & Jefferson College

Awarded a grant to complete an independent research project in Ghana, West Africa to study on Child Marriage, Education and Politics. Interviewed families, community members, and law enforcement officials.