**Gillian Charles-Davis**

Brooklyn. New York. 11207

Tel: 718-666-8718

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 **PROFESSIONAL PROFILE:**

I am an enthusiastic and dedicated professional with experience across all areas of Business Sector. I have a proven talent for aligning project objectives with established and emerging strategy paradigms to achieve maximum operational impacts with minimum resource expenditures. A quick thinker who can adapt to any situation hence a proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurized working environment.

 **OBJECTIVE:**

To acquire a position within a lucrative company who is dedicated to longevity and with a reputation for excellence. My hope is to continue to awaken others to make positive, healthier and beneficial choices.

 **CAREER SUMMARY:**

**Pop.Earth Cooperation 2016-Present (Non-profit Organization)**

Executive Assistant/Director of Programing

Westbury, Long Island

* Reporting to the Board of Directors
* Head all office activities; manage all employee-related issues regarding performance and salaries.
* Cultivate long-term client relationships and serve as lead communicator to accommodate client needs on various projects.
* Supporting the Executive Director in the execution of plans daily running of all centers
* Running payroll and monthly billing
* Training and supporting new onboarding instructors and staff members

**Foundation For A Drug Free World (Non-profit Organization**)

District Director (2014-present)

Brooklyn, New York

* The Marketing, Advertising, Inventory Control and display settings of drug educational materials.
* Encouraging the highest possible standards of customer service from the team and maintaining the smooth day-to-day operation of the stores
* Maintaining good staff relations through effective communication, leadership, discipline and motivation

 **The JW Experience:**

**Executive Assistant (Feb.2015-Aug.2016)**

Brooklyn, New York

* Accommodating guests, Meeting scheduling, Secretarial duties, Hostess and Daily Customer Service.
* Maintaining good staff relations through effective communication, discipline and motivation

**Bohemian Soul Hair Studio:**

**Receptionist/ Stylist (Jan.2011-Jan.2015)**

* Client scheduling, Secretarial duties, Hostess and Daily Customer Service.
* Maintaining good staff relations through effective communication, discipline and motivation
* Sales, Inventory Control and daily Customer service.
* Encouraging the highest possible standards of customer service and maintaining the smooth day-to-day operation of the store.

 **EDUCATION AND QUALIFICATIONS:**

* Graduated Brooklyn Adult Learning Center
* Berkeley College Bachelors and master’s degree in Business Management (ongoing)
* Dean’s List at Berkeley College 2018-2019, 2019-2020

**The National Society of Leadership and Success – 2020 - Present**

Selected by campus administration to participate among top students in a leadership program including:

* Leadership Training Day: Trained in leadership and success skills via an introspective and interactive training session.
* Speaker Events: Participated in seminars led by celebrities and best-selling authors on topics such as leadership, time management, and goal setting.
* Success Networking Teams:
* Participated in peer-based leadership development teams
* Experience in setting and achieving goals, receiving coaching, coaching others, and holding others accountable to commitments.

 **I.T SKILLS:**

 Microsoft Office Expert

Word 2010, Excel 2010, PowerPoint 2010, Outlook 2010, Word Expert 2010 Excel Expert 2010, QuickBooks

**Skills**

• Encouraging leader

• Quick Learner who works well at all levels

• Organized, passionate and positive leader

**INTERESTS AND ACTIVITIES:**

Reading, Fashion, New Adventures, Writing and Volunteering, Children of all ages

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**REFERENCES**

Ms. Lucina Clarke

Owner

My Time Inc.

Tel:- 646-789-3144

Ms. Meghan Fialkoff

President

 Drug Free World of the Americas

Tel:- 516-637-7645

Ms. Suzette Robotham

President

 IcedCoffeeconfessions

Tel:- 917-586-9166