

GABRIELLA SLAYMAKER

SUMMARY

A dependable professional with five years of office experience – including backend and front-facing operations.

PROFESSIONAL HISTORY

07/2022 – 07/2023	Residential Operations Coordinator , Concordia University Texas – Austin, TX <ul style="list-style-type: none">• Participate in hiring and interview procedures.• Facilitate day to day building operations, including front desk management, resident concerns, student activities, and disciplinary actions.• Maintain comprehensive department records pertaining to student incident reports, building maintenance reports, and residential operations.
12/2019 – 07/2022	Admissions Specialist , Concordia University Texas – Austin, TX <ul style="list-style-type: none">• Oversee and train the Junior Admissions Counselors team, facilitating their day-to-day and event operations.• Assist with planning, organizing, and executing all campus events, including FAFSA 101 Sessions and “Be a Tornado Day!”• Guide prospective students and guardians through admissions processes – from inquiry to current student, including housing and financial aid advising.
08/2017 – 05/2018	Residential Assistant , Concordia University Texas – Austin, TX <ul style="list-style-type: none">• Aided the Residential Director with preparing summer housing, including bedroom setup, conferences, and room-pairings.• Organized monthly programming for social, emotional, spiritual, and academic wellness.

EDUCATION — 3.61 GPA

08/2016 – 12/2019	Bachelor of Arts in English , Concordia University Texas – Austin, TX
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HONORS & SCHOLARSHIPS

Concordia University	03/2020
<i>Leja Award Recipient</i>	
Developing Scholars Program	08/16 – 05/18
<i>Developing Scholars Award - \$2,000</i>	
Pi Lambda Theta Honors Society	03/2019
<i>Honors Fellow</i>	
Sigma Tau Delta Honors Society	08/2018
<i>Honors Fellow</i>	

SKILLS & EXPERIENCE

◇ Organized	◇ Self-Motivated	◇ Team Player	◇ Patient
◇ Proactive	◇ Courageous	◇ Receptive to Criticism	◇ Imaginative
◇ Dependable	◇ Adaptable	◇ Communicative	◇ Empathetic