

Gabriel DeBarros

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EDUCATION

Syracuse University

Syracuse, NY

- Current Maxwell School of Citizenship and Public Affairs Undergraduate Bachelor of Arts and Science in Economics, May 2019
Active National Honor Society Member

WORK EXPERIENCE

Faith-Casler Associates

Natick, MA

File Manager

May 2018 – July 2018

- Prep and analyze all Wellesley College current and previous faculty members portfolios for the Provost Office digitization project. (sub-contract assignment). Developed strong attention to detail, management skills, and organizational capability.

Able to effectively communicate between urgent and non-urgent files.

Managed faculty data, contract and conversion letters, financial arrangements, SEQ's, and stipends.

Distinguish between misfiled errors and incorporate approval memo's.

Drummond Advisors

South Boston, MA

Accounting Assistant

June 2017–September 2017

Accounting, Tax, and Legal Advisory Firm.

- Provide accounting and tax services to clients.
- File Taxes for international and national organizations, companies, residents, and businesses.
- Create databases of clients for easily accessible files in the future.
- Organize and distinguish client's necessary forms and required paper work.
- Proficiency with QuickBooks and book-keeping.
- Handle and organize office mail, refunds/returns, and mail needed to be sent out.

YMCA Summer Camp

Hopkinton, MA

Camp Counselor

June 2015 – September 2015

- Help write and implement a weekly schedule for my camp group.
- Assisted in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Helped guide and lead Junior Counselors and Camp Volunteers to have a deeper understanding of leadership and counseling skills.
- Lead, planned, organized, and implemented program activities for group members.
- Completion of YMCA provided First Aid and CPR certification.

LEADERSHIP/ CAMPUS INVOLVEMENT

Alpha Tau Omega – Delta Theta Chapter

Syracuse, NY

Social Service Coordinator

December 2015 – May 2016

- Prepare, Organize, and Implement Social services and Volunteer work around campus and the local area.
- Provide food pantry services to homeless and assign Highway cleans for club members.

Society for Collegiate Leadership & Achievement (SCLA)

Syracuse, NY

Active Member – To “empowers the next generation of leaders.

August 2016 – Present

Exclusive Access to Internships and Freelance Jobs.

Specialized Skills Training in computer competence.

Participate in advanced networking events for experience purposes.

Sigma Alpha Lambda - National Leadership and Honors Organization member

Syracuse, NY

Active Member

May 2016 - Present

- Attain GPA greater than 3.00 (required for admission).
Attend monthly lecture revolving around model leadership, to educate on the philosophy of leading through service, and to develop leaders who incorporate service into their lives.
Builds and develops necessary Networking abilities.

Community Service

N/A

My Volunteer work/involvement with the community

January 2015 – Present

- Relay for Life – Annual cancer fundraising events that help communities fight back against cancer.
- American Brain Tumor Volunteer - Help organize a 5k Fundraiser for this nonprofit organization annually.
- **Mission Trips (with the church):** West Virginia – Rebuilt a church and provided for a suffering community. (2016)
Dominican Republic – Help clean up and repair damages in homes after brutal storm. (2015)

SKILLS & INTERESTS

- Microsoft Excel Certified, QuickBooks/Bookkeeping proficient, Red Cross Lifeguard Certified, and Proficient in Microsoft/Apple. Bi-Lingual in Portuguese and English. Dual Citizenship in the United States and Brazil.