

# ROSANNA GABOUREL

Phone Number: (470) 272-3022  
Email Address: roseygabourel21@gmail.com

---

## WORK HISTORY

### EXECUTIVE ASSISTANT - PITTS & ASSOCIATES JUNE 2020 - JUNE 2022

- Drafting and proofreading documents.
- Handling confidential information.
- Utilizing CRM software to create and update client profiles and track feedback.
- Generating and submitting expense reports through Expensify.
- Established processes for accounting and reimbursements.
- Reviewing calendars, ordering office supplies, and managing vendor contracts.
- Creating marketing collateral.
- Writing and proofreading copy for print advertisements.
- Transcribing video consults. Scheduling meetings and consults. Responding to after-hour inquiries.
- Updating and organizing digital case files using SharePoint.
- Conducting research and providing notes to senior counsel.

### DEVELOPMENT ASSISTANT - PARTNERSHIP AGAINST DOMESTIC VIOLENCE APRIL 2015 - FEBRUARY 2020

- Provided executive support for C-level executives and senior management. Took ownership of scheduling meetings, answering phones, data entry, email correspondence, board communications, and inventory. Acted as liaison between organization, corporate partners, community, and vendors.
- Managed project timelines and utilized discretion to meet deadlines. Tracked budgets and reported expenses.
- Designed and wrote copy for digital and print collateral. Created content for website and social media pages.
- Managed CRM software for data entry and reporting. Ensured data integrity and accuracy. Demonstrated the ability to learn new software and adapt to the changing needs of organization.
- Assisted in planning and executing special events. Commended for displaying strong leadership skills and instincts while leading volunteers and negotiating vendor contracts.
- Utilized strong interpersonal skills to foster community and corporate partnerships. Provided recommendations for long-term and short-term goals.
- Successfully achieved internship and professional development objectives.

## PROFESSIONAL SKILLS

Project Management  
Travel Planning  
Adobe InDesign  
Expensify

Event Planning  
Database Management  
Google Drive  
Quickbooks

Microsoft Excel  
Microsoft PowerPoint  
Sageworks  
WordPress

Microsoft Word  
Salesforce  
OnBase  
Canva

## EDUCATION

---

Kennesaw State University - Bachelor of Science, Sociology  
St. John's Junior College - Associate of Science, Biology & Sociology