

Gabrielle M. Corsetti Petrillo

WORK HISTORY

Bookkeeper

Amy Corsetti CPA, LLC

- Data entry of cash and credit card transactions for assigned clients
- Monthly reconciliation of bank and credit card statements to data entries

Following positions were held during college and high school

Barista

Starbucks – Myrtle Beach, South Carolina

- Cashiering
- Beverage preparation
- Resolve customer issues

Shift Leader

Ben & Jerry's – Myrtle Beach, South Carolina

- Managed staff
- Performed quality checks
- Cashiered
- Resolved customer issues
- Performed counter service
- Closed

Cashier/Delivery Driver

Picciottis Pizza – Richmond, Virginia

- Cashiered
- Performed counter service
- Delivered to home and office

Delivery Driver

BAP GEON Import Auto Parts – Richmond, Virginia

- Delivered car parts in the region

Office Organizer

Health InSynchs – Richmond, Virginia

- Organized and maintained files
- Tracked locations of medical-grade LASERs as they moved within departments

OTHER SKILLS AND ACCOMPLISHMENTS

- Moderately proficient speaking and understanding Spanish
- Technologically savvy with both Windows and Mac operating systems
- Proficient in all Microsoft Office Programs