**Carleen Gabriel**

865 Saint Johns Place Apt. 2D, Brooklyn, NY, 11216
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**Experience:**

07/09 –Present *IKEA,* Sales Representative

I provide a positive shopping experience for our Ikea customers through the use of effective selling skills and tools to satisfy their needs. I also ensure that my area of responsibility provides visitors with a positive shopping experience by adhering to the IKEA basic Merchandising standards with general routines and housekeeping.

9/09 – 12/09 *Brooklyn Public Library*,Computer Assistance

I volunteered in assisting visitors with signing up to use the computers, the use of them and the process of printing.

7/09 – 8/09 *Specialized High School Institute*, Math Tutor

 I volunteered in helping junior high school students prepare for the specialized high school exam.

**Education:** New York City Technical College, Brooklyn, New York

 September 2010 – Present

 Awarded High School Diploma, Brooklyn Technical High School,

June 2010

**Skills:** Proficient in Microsoft Word, Excel and PowerPoint.

**References:** Available upon request