

Gianna Cascardo

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EDUCATION

May 2023

Bachelor of Science: Commerce & Business Administration

The University of Alabama, Tuscaloosa, AL

Major: Marketing

GPA: 3.998 / 4.0

Minor: Real Estate

EXPERIENCE

Mar 2019 – Aug 2021

Receptionist / Administrative Assistant

East End Trees Nurseries, Kings Park NY

- Answered telephones and assisted customers as needed
- Prepared, organized, and filed customer invoices
- Reconciled receivables and prepared bank deposits
- Planned and scheduled deliveries & plantings
- Watered and tended to plants
- Merchandised products to increase sales and move inventory

Nov 2018 – Jun 2019

Receptionist / Data Entry / Analyst

Long Island Profiles, Nesconset NY

- Answered telephones and assisted customers
- Generated customer invoices / renewed customer subscriptions
- Entered and maintained data in multiple databases
- Streamlined data entry processes to minimize errors and reduce processing time
- Conducted research to ensure data accuracy

HONORS

The University of Alabama Dean's List: 2022, 2021, 2020, 2019

SKILLS

Languages: Conversational French

Business Tools: Expertise in Microsoft Office Suite, Google Applications

ACTIVITIES

Sep 2021 - Present

Member: American Marketing Association, The University of Alabama

Sep 2019 - Present

Member: Finance Association, The University of Alabama

Sep 2019 - Mar 2020

Member: Crimson Kindness, The University of Alabama