Bailey Gilbert

    Birmingham, AL 35242

(205) 370-1267 - baileygilbert411@gmail.com

**Professional Summary**

Seasoned business student experienced in meeting needs, improving processes, and exceeding requirements in team environments. Diligent worker with strong communication and task prioritization skills.

**Education**

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| Expected in 08/2023 | BBA: Business Management**/ Minor: Real estate/ Specialization: Entrepreneurship**The University of Alabama - Tuscaloosa, AL* Presidents List (May 2022)
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**Work History**

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| 05/2022 to 08/2022 | Intern at Corder Real EstateCorder Real Estate – Tuscaloosa, Alabama * Assisted with activities to support curriculum objectives.
* Enforced rules and managed behavior through developmentally appropriate discipline.
* Maintained effective schedule balance between rest periods, active play and instruction.
* Led children in creative, athletic and educational activities while maintaining safe and orderly group.
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| 10/2018 to 05/2019 | Assistant Paul Gilbert Distinctive Designs – Birmingham, Alabama * Greeted guests in with friendliness and professionalism.
* Worked closely with manager to provide effective assistance for specific aspects of business operation.
* Answered incoming calls, processed requests and relayed messages to appropriate personnel.
* Assisted manager in all aspects of business operations.
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**Skills**

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| * Relationship Building
* Critical Thinking
* Presentations and Public Speaking
 | * Project Organization
* Dependable and Reliable
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