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**

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

**Work History**

|  |  |
| --- | --- |
| 05/2022 to 08/2022 | Intern at Corder Real Estate  Corder 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. |

|  |  |
| --- | --- |
| 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. |

**Skills**

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