



James Gambrell

Office Coordinator

Position with Firm

- 2020–present **Office Coordinator.** Assists the finance, operations, and marketing and communications teams by scheduling meetings, managing calendars, and assisting with day-to-day operations. Supports new employee onboarding and prepares office and meeting spaces, ensuring technology is functioning properly for staff, and supports the director of administration with HR responsibilities and the budget. Organizes the firm’s happy hours; diversity, equity, and inclusion discussions; and other fun events for the firm.
- 2019 **Executive Assistant.**

Previous Professional Experience

- 2016–2019 **Student Support Administrator, Insight School of Michigan, Lansing, Michigan.** Worked with students, teachers, parents, and support staff to motivate students and give them a place to ask questions about classes. Modelled best practices for day-to-day student responsibilities, such as setting alarms and responding appropriately to teachers. Spoke with parents regarding ways to support their students, and guided students and parents to educational resources.
- 2014–2016 **Manager, McDonald’s, Belleville, Michigan.** Trained new employees on food safety, emergency plan implementation, time sheet preparation, cash register use, proper cleaning techniques and tools, and customer service. Tended and balanced register tills, made bank deposits, resolved issues with customers, and ensured kitchen area was food-safe compliant. Cleaned and organized storefront appearance to brand standards for quality.
- 2012–2014 **Customer Service Representative, Quality Dairy, Lansing, Michigan.** Ordered supplies, stocked shelves, and ensured all customers received excellent service. Cleaned facilities and noted any necessary repairs.
- Education BS in Psychology from Michigan State University
MBA in Human Resources from Central Michigan University
University of South Florida, Inclusive and Ethical Leadership Certificate



Skills

- Microsoft Office Suite