

GABRIELLA "GAB" JACOBSON

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SUMMARY

Enthusiastic college student with proven leadership abilities and a strong background in teaching, teamwork, and customer service. Passionate about enhancing the lives of those in my community. Actively seeking opportunities for professional development and growth.

EDUCATION

B.A., Double Major - History and Study of Religion

Graduating June 2026

University of California, Riverside

3.4 GPA

Riverside, CA

Relevant coursework: Western Religions; America in the 1980s through Film; Public Speaking; Media Studies

EXPERIENCE

Private Tutor, Los Angeles, CA: Multi-Subject Specialist

Oct 2024 - Present

- Provides one-on-one academic support to students across various grade levels and subjects, both in-person at their homes and virtually in an online learning environment
- Assesses students' strengths and areas for improvement, creating personalized lesson plans and strategies to enhance their academic performance. Assists students with completing homework assignments, preparing for exams, and mastering challenging concepts to build confidence and independence
- Fosters a positive and encouraging learning environment, promoting critical thinking, problem-solving, and time-management skills
- Adapts teaching methods to suit the modality of instruction, utilizing digital tools and resources to ensure engaging and effective virtual sessions
- Communicates progress and challenges to parents and guardians regularly, ensuring alignment with educational goals and expectations
- Maintains up-to-date knowledge of curriculum standards and teaching methodologies to deliver effective and relevant support

University of California, Riverside - Dance Department, Riverside, CA: Stage Technician

Sept 2022 – Jun 2024

- Operates and maintains theatre sound, lighting, and/or rigging systems during rehearsals, performances, concerts, and meetings ensuring systems are safely set up and in proper working order
- Manages talent backstage during quarterly formal performances, coordinating with performers and directors to ensure smooth transitions and adherence to the performance schedule
- Oversees and participates in loading and unloading trucks and other vehicles for performances at the theatres
- Greet guests with a positive attitude and assist them in locating their seats, exits, and amenities while ensuring that aisles, walkways, and designated seating areas are clear, clean, and safe

The Jacobson Law Firm, Los Angeles, CA: File Clerk, Receptionist

Aug 2019 – Oct 2021, Jun 2024 - Oct 2024

- Efficiently manage, organize, and maintain legal documents, files, and records, ensuring all case materials are accurately filed and easily accessible for attorneys
- Serve as the primary point of contact for clients, courts, and other parties, handling phone calls, emails, and correspondence promptly and professionally
- Implement and maintain procedures for the secure storage and transmission of confidential client information and legal documents. Monitor and ensure compliance with all relevant legal, regulatory, and firm policies, including deadlines for filings and submissions

TECHNICAL SKILLS

Confident Communication: Skilled in both live and written communication, adept at effectively conveying ideas and information through public speaking, presentations, and written materials, ensuring clarity and engagement across diverse audiences.

Point of Sale Machine Experience: Efficiently operate point of sale (POS) systems, ensuring accurate cash handling, processing of transactions, reconciliation of cash drawers, and managing payments with integrity and attention to detail.