

# Sabrina Gilli

mssabrinagilli@gmail.com

## EDUCATION

**Bachelor of Public Management**  
*Florida Atlantic University*

Aug 2020 - Dec 2024  
Boca Raton, FL

## RELEVANT COURSEWORK

- Communication Skills for Public Managers
- Program Evaluation in Public Management
- Administration Process and Ethics
- Managing People in the Public Sector
- Information Systems Fundamentals

## EXPERIENCE

**Marketing & Communications Intern**  
*Waukegan Park District*

May 2024 - Aug 2024  
Waukegan, IL

- Captured programs and events with photos and videos
- Led the video production process
- Managed social media accounts
- Executed weekly email campaigns
- Represented the organization at community events

## Server/Host

*Rocco's Tacos*

Aug 2023 - April 2024  
Boca Raton, FL

- Greeted and seated guests in a friendly and timely manner
- Maintained a clean and organized dining area for customers
- Upsold menu items and daily specials to enhance sales
- Communicated effectively with team members for customer satisfaction

## Substitute Teacher

*Kelly Education*

Jan 2023 - Jun 2023  
Tampa, FL

- Distributed instruction and assignments
- Organized and supervised activities
- Followed lesson plans from teacher
- Assisted students with special needs

## Barista

*Starbucks*

Jan 2022 – Sept 2022  
Boca Raton, FL

- Assisted with opening and closing duties.
- Greeted customers and provided customer service in a fast-paced environment
- Promoted and sold merchandise
- Maintained a thorough knowledge of products and ingredients

## SKILLS

- Microsoft: Word, PowerPoint, Excel
- Final Cut
- Canva
- Social Media: Instagram, Facebook, YouTube