

GABRIELLE Aizin

Contact

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-  Brooklyn, NY

About Me

Highly motivated student with a strong academic foundation in business administration, finance, and accounting. Demonstrated leadership and analytical skills through senior-level operational management, financial reporting, and human resources coordination. Experienced in balancing academic rigor with professional responsibility, volunteer service, and mentoring roles. Fluent in Russian and English.

Skills

- Financial Reporting & Bookkeeping (QuickBooks)
- Microsoft Excel, Word, PowerPoint (Advanced)
- Payroll & HR Operations
- Data Organization & Analysis
- Bloomberg Market Concepts
- Fluent in Russian and English

Education

- Fordham University, Gabelli School of Business — New York, NY
Master of Science in Professional Accounting
August 2025 – Present
- Fordham University — New York, NY
Bachelor of Science in Business Administration
Concentration: Finance | Pre-Health Track
January 2019 – January 2023
- Midwood High School — Brooklyn, NY
January 2015 – January 2019

Professional & Leadership Experience

- **Senior Operations Manager**
Gama Service Express Inc. (Contracted with FedEx) — New York, NY
January 2019 – Present
 - Managed financial operations for a \$3M company, including bookkeeping and reporting using QuickBooks
 - Prepared income statements, balance sheets, and cash flow reports
 - Led payroll processing for 50 employees using Viventium, ensuring accuracy and compliance
 - Screened and evaluated 300+ candidates, coordinating HR documentation and onboarding
 - Managed large-scale scheduling and task coordination using RouteSmart, Excel, and Google Calendar
 - Led multiple concurrent projects in a fast-paced environment while consistently meeting deadlines
- **Summer Intern**
Maimonides Medical Center — Volunteer Office
— New York, NY
June 2019 – August 2019
 - Organized and maintained documentation for 100+ program participants
 - Supported large-scale events with budget tracking and vendor coordination
 - Improved volunteer engagement through structured communication and data organization
- **Camp Counselor**
Mill Basin Day Camp — New York, NY
June 2018 – August 2018
 - Supervised 30+ campers daily, ensuring safety and engagement
 - Implemented emergency response and first aid protocols
 - Developed leadership, teamwork, and communication skills among campers
 - Improved operational efficiency and staff communication through structured meetings