

Gabrielle Neal

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EDUCATION

- 2011-Present **University of Dayton School of Law** Dayton, Ohio
Juris Doctor Candidate 2014
GPA 3.558 Class Rank *11 of 142*
Presidential Scholar
Staff Writer—University of Dayton Law Review
Student Bar Association Community Relations Committee
Invited to be Teaching Assistant for Legal Profession Writing Program.
- 2003-2007: **Wright State University** Dayton, Ohio
Bachelor of Arts Mass Communication
High Honors Dean's List
University Activities Board, President
Led team to plan and promote Ben Folds concert May 2006.

WORK EXPERIENCE

- May 2012-Present **Thomas W. Kendo Jr. Co., LPA** Dayton, Ohio
Law Clerk
- Support two general practice attorneys.
 - Draft pleadings, motions, memoranda, and briefs.
 - Prepare documents for real estate transactions and business contracts.
 - Conduct legal and factual research.
- 2007-2010 **NBC Experience Store** New York, New York
Special Events Coordinator and Sales Manager
- Managed projects and events in a fast paced environment; frequently presented initiatives and results to top NBC executives.
 - Collaborated with RCA to promote release of Dave Matthews Band album *Big Whiskey and the Groo Grux King* as well as accompanying Today Show concert.
 - Coordinated special in-store events such as performances and signings by Jimmy Fallon, Moby, Deion Sanders, Guy Fieri, and Ryan Cabrera as well as private parties and Today Show Concert Series promotional events.
 - Recruited and hired top talent for store staff.
 - Composed and designed on-boarding materials and training manuals in addition to implementing coaching and training strategies for staff.
 - Maintained client relationships by ensuring customer satisfaction.
 - Facilitated internal communication.
- 2005-2007 **Express** Dayton, Ohio
Co-Manager
- Recruited, hired, and on-boarded top talent sales associates.
 - Implemented action plan to improve business insight, merchandise flow, workforce management, and policies and procedures.