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| Bridgette Buchanan  Norfolk, VA · (571) 775-0311  Bbuch005@odu.edu |
| Assertive Service Advisor with demonstrated skills in technology and customer relation skills. Highly effective at taking on multiple tasks and working in demanding environments. I am an outgoing leader in my sorority that allows me to demonstrate efficiency and teamwork skills. |

# Experience

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| 02/2022 – 10/2022Service Advisor, Office Depot Provided print services to customers, suggested add-on services that would be helpful to customers and improve bottom line, effectively communicated with customers about changes, new paper products and services and potential paper upgrades, proofed all job orders, securing client approval prior to production. |
| 12/2020 – 1/2022Sales Associate, Honey Baked Ham Co. Greeted customers, worked individually with customers to assess their needs and provide them with quality customer service, helped carry out large orders and provided delivery services. |

# Education

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| May 2025Biology Major, Marine Biology Major, Ocean & Earth science Minor, Old Dominion University Recipient of the Old Dominion University Presidential Scholarship  3.73 GPA  Dean’s List Fall 2021, Spring 2022, and Fall 2022  Delta Zeta Sorority Vice President of Finance  ODU Club Volleyball member |
| June 2021High School diploma, W. T. Woodson 3.97 GPA  Club volleyball player  Girl Scouts Member for 13 years  Our Minds Matter Member |

# Skills

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| * Greeting skills * Excel Skills * Microsoft Skills | * Multitasking and Organization * POS Systems and Ordering Platforms * Upselling Products and Services * Customer Service |

# Activities

**Girl Scout Gold Award Recipient**

I completed my Gold Award project on saving the turtles which highlighted local species of endangered turtles. I created a website that explained what the community could do in their day-to-day life that would help not only the turtles, but the overall environment as well!

**American Sign Language**

4 years of ASL classes in high school