

Gretchen E. Gregor

Career Objective:

A service-focused Human Services professional interested in continuing education with a Master's Degree with a strong commitment to serving the needs of both youth and adult populations including, disadvantaged youth, special-needs populations, and family guidance.

Education:

Bachelors of Science in Human Services

August 2014 - Present

Old Dominion University, Norfolk, Virginia

- Major in Human Services with a minor in Psychology
- Expected graduation date is May 2018

Work Experience:

Desk Receptionist

Rogers Hall at Old Dominion University, Norfolk, Virginia

February 2016-Present

- Log packages and paper mail into an excel sheet. Send notification emails for students to pick up packages/paper mail.
- Perform key audit for all keys to the building. Check out extra keys to students who locked themselves out of their rooms or lost their keys.
- Fulfill any other administrative or desk duties at time of shift.

Sales Associate

The School Box, Chesapeake, Virginia

June 2015-September 2015

- Organize, clean and restock the showroom as well as back storage room. Unload the deliveries when applicable.
- Maintain constant presence on the sales floor to address customer needs.
- Processed customer payments by cash, check, or credit card.

Honors, Affiliations, and Skills:

- Counselor-in-Training/Counselor/Adult Volunteer, 4-H Junior Summer Camp: 2009-Present
- Member-in-Training Unity Chair/General Member, Gamma Sigma Sigma National Service Sorority: 2015-Present

References:

Furnished upon request.