

ePortfolio Studio Front Desk Assistant Weekly Report

Name: **Khaliyd Fuller**

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Please submit this sheet to the ePortfolio Coordinator by the end of your last shift of each week. You may do so by email (eportfolio@odu.edu), by putting in a shared Google Drive folder, or adding it to your ePortfolio.

Front Desk Actions	How Many for the Week?
Visitors Greeted	3
Appointments Scheduled	1
Walk-Ins Placed	0
Phone Calls Answered	2
Questions Answered	1
Miscellaneous Interactions	0

In regards to your work at the front desk, what was difficult for you this week? Was there anything you did not know how to handle or how to respond to? What did you do?

I haven't had many interactions this week, there was a walk-in student who asked where he could get tutoring for Spanish and I referred him to Marcus as I didn't know the answer.

In regards to your work at the front desk, what was something that you felt you did well this week? What happened that you found interesting or noteworthy?

I feel that I was able to handle interactions with walk-ins in regards to scheduling appointments well and connecting callers with the ePortfolio team for assistance.

Have you worked on your ePortfolio this week? If so, what did you do? If not, what is the next thing you intend to do in the ePortfolio?

Yes, I have been working on creating my blog posts for the Weekly LEAP Blog assignment.

What is something you have questions or would like to learn from the ePortfolio team? How can we help?

"Where can I find information for good opportunities/experiences to add to my ePortfolio? I haven't really done anything on campus yet..."