

GREGORY ROSS

Greoryth@gmail.com 757-402-2968

Willing to relocate

Authorized to work in the US for any employer

Education

Mechanical Engineering: Old Dominion University, Norfolk, Virginia

Anticipated Graduation: January 2024

Relevant Coursework: Engineering Ethics, Mechanical Engineering Graphics and Design, Precalculus, Explore Engineering Technology, Foundations of Chemistry

GED; Adult Learning Center, Virginia Beach, Virginia

Completed: 2011

Work Experience

Laborer

WR Enterprises - Norfolk, VA October 2015 to 2020

Clean out and repair single family rental properties. Repair broken fixtures, plumbing, replace electrical outlets, fix windows and doors, pressure wash sidewalks and siding, dispose of trash. Problem solving, communication, coordination, material acquisition.

Office Assistant/Receptionist

Creative Displays and Sales - Norfolk, VA September 2018 to February 2019

Answer phone calls and emails from customers and suppliers, process orders in QuickBooks, organization, and filing. Creating shipping labels, packing customer orders to be shipped. General office assistance. Teamwork, communication.

Dishwasher

Isle of Capri Restaurant - Virginia Beach, VA March 2013 to July 2013

Clean and sanitize dishware and kitchen equipment, take out trash, prep food, sweeping, bathroom cleaning.

Lab Assistant

Tidewater Community College - Virginia Beach, VA January 2013 to May 2013

Clean and maintain chemistry lab equipment, prepare labs and experiments for students, handle dangerous chemicals, aid professors in chemistry labs, test student experiments.

Dishwasher

Holiday Inn Oceanside - Virginia Beach, VA May 2011 to September 2011

Clean and sanitize dishware and kitchen equipment, take out trash, prep food, sweeping, bathroom cleaning.

Skills

- QuickBooks: Intermediate
- Excel: Intermediate
- Word: Intermediate
- Data Entry: Intermediate
- Mechanical Repair: Intermediate
- Auto Desk Inventor: Intermediate
- Python: Beginner