

DEEDEE GREGORY

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ABOUT ME

Motivated student with a 4.0 GPA and 14 years of real-world experience. Skilled in communication, organization, and managing multiple projects independently. Experienced in customer-facing roles and applying creative and technical skills to deliver high-quality work. Excited to contribute ideas and support a team in a remote setting.

SKILLS

Attention To Detail	Microsoft Office	Independent & Self Directed
Adobe Creative Cloud	Basic HTML/CSS	Time Management
Photo Editing	SEO & SEM Fundamentals	Customer Facing Communication
WordPress & CMS Basics	Research & Written Communication	Typography & Layout

EXPERIENCE

Grace Manor at Hunters Creek - Housekeeping May 2019 - Present

- Trained new housekeeping staff and developed written task schedules and cleaning standards.
- Created daily, weekly, monthly, and annual cleaning checklists used across the facility.
- Managed supply inventory and communicated purchasing needs to management.
- Ensured OSHA-compliant chemical use and safety procedures.
- Worked independently in a high-volume environment with minimal supervision.

Fitlife Foods - Production Line Lead Jan 2016 - May 2019

- Operated kitchen equipment and followed strict food handling guidelines.
- Supervised line operations and trained new hires.
- Maintained quality, portion control, and presentation standards.
- Coordinated with departments to streamline production.

Capstone Logistics LLC - Janitorial Team Lead Jan 2013 - Jan 2016

- Managed janitorial teams and ensured service quality across locations.
- Implemented efficient procedures and schedules.
- Addressed client concerns and maintained strong relationships.
- Assisted with hiring, training, and staff performance evaluations.

Contract Work - Housekeeping Supervisor Jan 2011 - Jan 2013

- Supervised cleaning staff and inspected facilities.
- Managed inventory and minimized waste.
- Maintained high cleanliness standards and ensured customer satisfaction.
- Introduced new cleaning methods and materials to boost efficiency.

EDUCATION

Southern New Hampshire University 2023 - est. 2027

- Bachelor's Of Arts Major in Graphic Design Minor in Creative Writing

ADDITIONAL INFORMATION

- **Languages:** English, Fluent
- **Certifications:** Self-directed LinkedIn Learning coursework in design, writing, software, and professional development
- **Awards/Activities:** Consistently named to the Honor Roll and President's List for academic excellence. Member of Alpha Sigma Lambda, a national honor society for nontraditional students, and invited to the National Society of Leadership and Success (NSLS).