**Chloe Gregory**

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256‑497‑8450

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| **Education** | **Bachelor of Science in Commerce and Business Administration,** December 2023 The University of Alabama, Tuscaloosa, AL Major: Marketing * GPA: 3.5/4.0
* Dean's List
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| **Work Experience** | **Child Care Provider,** January 2022 – December 2024 *The Daniels Family,* Tuscaloosa, AL * Assists a ten-year-old with math homework, phonics, and reading.
* Performs household cleaning and organizing tasks in kitchen, laundry room, and living areas.
* Drives three children to and from school and extracurricular activities.

**Supervisor,** November 2019 - July 2020 *The Chocolate Crocodile,,* Huntsville, AL * Strategically packaged and boxed products in a appealing arrangement for customers.
* Operated at cashier and answering phone calls for pick up orders.
* Closed store by counting drawers and making sure other employees do duties correctly.

**Busser, Server, and Cashier,** July 2018 - November 2019 *Taco Mama,* Huntsville, AL * Replenished condiments, beverages and supplies for all services.
* Performed serving duties to facilitate customer service, including bringing food and drinks.
* Provided service, including taking costumer orders and coordinating with kitchen staff to ensure order completeness.
* Performed opening, shift change and closing duties, includes cleaning, sanitizing dishes, restocking bathrooms and other areas.

**Dance Teacher Assistant,** August 2016 - July 2020 *Heidi Knight School of Dance,* Huntsville, AL * Assisted with teaching dance classes and programs.
* Taught correct dance techniques to help with improvement of skills and to prevent children from being injured.
* Coordinated with teachers to make dance class run smoothly and fun.
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| **Leadership** | **Dance Captain,** January 2019 - June 2020 *Heidi Knight School of Dance,* Huntsville, AL * Supervised during practices, including taking attendance and keeping everyone up to date on practices.
* Resolved conflicts between team members when needed.
* Responsible for keeping up with cash awards and trophies.
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| **Computer Skills** | Microsoft Office Suite (Word, Excel, Power Point, Access) |

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| **Volunteer Service** | Merrimack Hall Peer HelperSpecial Olympics Helper |

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| **Honors/awards** | National Honor Society |