**Chloe Gregory**

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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 Helper  Special Olympics Helper |

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