

DEEDEE GREGORY

ASPIRING PROFESSIONAL

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ABOUT ME

Motivated design student with a 4.0 GPA and 14 years of real-world experience. Currently transitioning into the creative industry with strong technical skills, a lifelong passion for learning, and a solid foundation in communication and customer service built through years in hospitality. Eager to grow, collaborate, and bring fresh, thoughtful ideas to every project.

SKILLS

Attention To Detail	Microsoft Office	Self-Motivated & Independent
Adobe Creative Cloud	Basic HTML/CSS	Time Management Skills
Photo Editing	Familiar With SEO Techniques	Customer Service
Research Skills	Written & Verbal Communication	Typography

EXPERIENCE

Grace Manor at Hunters Creek - Housekeeping May 2019 - Present

- Trained and led housekeeping staff; developed schedules and task lists.
- Maintained OSHA-compliant safety and chemical standards.
- Provided support to residents' families and maintained clean, safe environments.
- Adapted to varied settings: private homes, offices, and senior facilities.
- Managed supply inventory and ensured regulatory compliance.

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

ADDITIONAL INFORMATION

- **Languages:** English, Fluent
- **Certifications:** Numerous LinkedIn Learning certifications in design, software, and professional development
- **Awards/Activities:** Consistently recognized on the Honor Roll and President's List for academic excellence. Honored member of Alpha Sigma Lambda, a national honor society for nontraditional students.