

Gregory Gordon

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Permanent Address:
2 Midway Road, White
Plains, NY 10607

EDUCATION

Syracuse University, School of Arts and Sciences/ School of Education– Syracuse, NY

May 2021

Dual Degree: Bachelor of Arts in History and Social Studies Education

Major: History (American) / Social Studies

Skills: SQL, Tableau, Excel

Portfolio: gregory-gordon.com

PROFESSIONAL EXPERIENCE

Extreme Reach, New York, NY

February 2022 - Present

Digital Account Coordinator

- Assisted in the creation and management of 10+ major digital advertising campaigns from several different clients.
- Generated and monitored 5 or more weekly reports to ensure that both clients and vendors received accurate information about campaigns.
- Effectively found and created solutions in order to ensure that campaigns were run accurately and properly.
- Communicated effectively with all stake holders to insure the success of various digital campaigns.

Eastchester Middle School, Eastchester, NY

September 2021 – Feb 2022

Substitute Teacher

- Enhanced student learning by optimizing wide range of instructional approaches and innovative classroom activities.
- Observed and Evaluated students' performance and behavior.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Assisted other teachers in creating lesson plans to ensure student centered learning.

Student Teaching (Cicero-North Syracuse High School), Cicero, NY

January 2021 – April 2021

Student Teacher

- Met with parents and school administrators; maintained classroom discipline through a plethora of classroom management techniques; implemented differentiated lessons for students of various levels of learning in a school with a population of students over 2,000.
- Taught 3 classes per day, presenting textual, graphical, and visual information using various technologies including programs within Microsoft Office and Google Suite.
- Responsible for the assessment and progress of over 90 students through formative and summative assessments. Tracked students' grades using various spreadsheet technologies including google sheets.

Syracuse University Resident Advisor, Syracuse, NY

August 2019 – May 2020

Resident Advisor

- Developed and implemented 2 events per month in order to foster community amongst residents (Organizing transportation, coordinating with venues, creating interest amongst residents).
- Compiled 1 report per week detailing the physical and social condition of the residence halls (Maintenance, security, and housekeeping issues).
- Logged approximately 40 packages per week using Microsoft Excel and the specialized logistics software in order to ensure all packages were accounted for and distributed to correct residents.

Lee's Heating and Cooling – White Plains, NY

Account Manager

July 2015 – August 2020

- Implemented technology for filing system in order to promote efficiency and safety for over 1000 sensitive customer files.
- Oversaw and completed more than 200 customer proposals ensuring customers received the correct billing and detailed explanation of the work that was completed.
- Communicated on site, through email, and over the phone in order to update clientele about the progress of work being completed as well as comprehensively explaining the process of the repairs and installations that were taking place.
- Increased revenues by 15% during summer season by selling and installations of central air-conditioning to clientele.

LEADERSHIP EXPERIENCE/ACTIVITIES

Middle School Tutor – Syracuse, NY

January 2020 – March 2020

- Tutored 2 students per week in subjects related to social studies and reading including economics, history, and reading comprehension.

SKILLS & INTERESTS

Singing • Soccer (Tottenham Hotspur) • Card Games • Web Development • Basketball • *The Office* • NY Sports