




# MARIA GREGORY

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## SUMMARY

- Communicable, friendly, active, passionate about helping others
- Detail oriented, able to multitask, fast learner, excellent speller
- Knowledgeable in medical terminology, anatomy, and physiology
- Multilingual: Russian (native), Greek, Spanish (Elementary)
- Computer skills:
  - MS Office: Word, Excel, Access, PowerPoint; Outlook
  - Database manipulation and querying using SQL
  - Programming concepts using C++, HTML/CSS, JavaScript

## EMPLOYMENT

### Computer Lab Aide

June 2016 - June 2018      Riverside City College      Riverside, CA

- Assisted students with their computer class assignments
- Performed clerical duties: answered phone calls, checked out lab inventory, interacted with visitors
- Instructed students in lab policies concerning lab property use and proper behavior
- Acted as a librarian for course-related textbooks

### CIS Tutor

September 2017 - June 2018      Riverside City College      Riverside, CA

- Reinforced course materials emphasized by professors
- Used own student experience to integrate what-to-learn with how-to-learn
- Provided supportive learning environment to students of various backgrounds

### Office Manager

January 2012 - December 2013      Promcontrol, LLC      Chelyabinsk, Russia

- Managed phone calls and business correspondence
- Received and interacted with visitors
- Maintained records, both online and paper, for their protection and easy retrieval

## EDUCATION

Computer Applications, AS      Riverside City College, 2015-2018  
Food Technology, BS      South Ural State University, 2000-2005

## CERTIFICATIONS

- Microsoft Office Specialist (MOS): Excel, Access (June, 2017)
- First Aid and CPR (July, 2016)