

KASEY A. GREGORY  
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**OBJECTIVE**

To obtain a challenging position as an orthodontic assistant where I can continue to build the skills necessary to excel in the field of orthodontics while contributing to the success of a professional practice.

**WORK EXPERIENCE**

Vision Stairways and Millworks, Woodstock, GA 5/14 – 09/14

**Administrative Assistant**

- Utilizing Peachtree Accounting Software enter all sales proposals
- Responsible for entering all new orders into Peachtree Accounting Software
- Answer phone inquiries regarding new orders
- Administrative duties include but are not limited to filing, copying, scanning, answer and direct phone calls

Automated Logic – Georgia. Kennesaw, GA 5/11 – 5/14

**Administrative Assistant**

- Welcome guests as they enter the facility and ensure they sign in properly
- Handle all inbound customer inquiries and customer service opportunities
- Using the entire suite of Microsoft Office, work with the sales force to create customer documents
- Create and maintain electronic job files
- Assemble, file and scan contracts, verifying all necessary information is within the file and in the correct order
- Prepare daily outgoing mail and stamp/receive/distribute incoming mail
- Responsible for tracking and monitoring local employee participation in the company wide safety program initiative
- Administrative duties include but are not limited to filing, copying, scanning, answer and direct phone calls

Family Tradition, Woodstock, GA 9/07 – Present

**Floor Manager and Server**

- Manage the day to day activities of the servers
- Address any customer concerns as appropriate ensuring complete customer satisfaction
- Set floor schedules
- Participate in the hiring process of new team members
- Greet customers as they enter the restaurant
- Present and explain menus to customers – Answer questions regarding restaurant items and inform them of daily specials
- Take food/drink orders and convey them to kitchen staff
- Provide excellent customer service: Work closely with restaurant staff to ensure that orders are served in an efficient and timely manner
- Train new staff regarding the restaurant’s procedures, culture and practices – Work with staff members to provide team oriented service
- As needed, perform all cashier duties

**EDUCATION**

<b>Trapezio Academy of Orthodontics Assisting</b>	2015	Assisting Level 1
<b>Georgia Highlands, Cartersville, GA</b>	2012 - 2013	General Studies
<b>Chattahoochee Technical College, Acworth, GA</b>	2007 – 2011	General Studies