

Gretchen Aldi

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PROFESSIONAL EXPERIENCE

Bus Driver

2005-Present

First Student, Norwich, CT

- ◆ Drive special needs children exclusively for the last 7 years (Pre-K to 21 years old)
- ◆ Responsible to ensure children are seated safely which often requires using techniques to calm them down
- ◆ Skilled driver, able to drive any size bus in unpleasant weather conditions
- ◆ Understands and follows all DOT, company and state regulations
- ◆ Meets all standards for maintaining a CDL; Air brake certified

Children's Director

2016-Present

Children's Pastor

2013-Present

Norwich Worship Center, Norwich, CT

- ◆ Coordinates all education and special events for children's ministry
- ◆ Teach Kids' Church for 15-30 children, K-5th grade for 60-90 minutes, twice a week
- ◆ Plan lessons and coordinate schedule of reliable volunteers for Birth to 4 years old
- ◆ Counsel parents with any concerns regarding school and home relationships
- ◆ Familiar with state regulations for daycares and their workers; ensure all volunteers get DCF checked
- ◆ Ability to adapt amidst any circumstance

Cashier/Night Supervisor

2017-Present

Uncle D's Blazin' BBQ, Norwich, CT

- ◆ Strives to exceed customer expectations and goes above and beyond to correct customer complaints
- ◆ Responsible for making sure fellow employees stay on task and complete listed duties prior to end of shift
- ◆ Handles closing including balancing drawer nightly
- ◆ Certified food handler, ensure quality of food and cleanliness of facility
- ◆ Work fairs and private events on fast-paced food truck
- ◆ Knows the importance of work delegation and creates a team mentality
- ◆ Has the ability to remember long orders under pressure
- ◆ Keeps a cool head during the "rush" and thinks quickly when technology stops functioning

EDUCATION

Liberal Arts, Three Rivers Community College, Norwich, CT – 2006-2008

COMPUTER SKILLS

- ◆ Microsoft Office: Word, Excel, PowerPoint, Outlook ♦ Google G Suite ♦ Social Media and Email Marketing Tools ♦