

GWENDOLYN A. MOORE-BULLOCKS

2854 VALENCIA COURT □ SAN PABLO, CA 94806
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EDUCATION

2022	Currently enrolled at Southern New Hampshire University; Masters in English & Creative Writing (Attentive graduation date: 12/2024)
2020	University of California, Berkeley; English Literature Major Creative Writing Minor
2018	Contra Costa College Honor Graduate Degrees: Liberal Arts Transfer in English, Humanities & Social Science Dean's List at Contra Costa College 2014, 2016, 2017, & 2018
2005	Certificate of Completion of Computer Skills for the Business Office West Contra Costa Adult Education - Richmond, CA
1995 - 1996	Aurora Community College - General Studies - Aurora, CO
1980 - 1981	Minot State University - General Studies - Minot, ND
1973 - 1976	Lowell High School - San Francisco, CA

OBJECTIVE

English Teacher, English Tutor, Literature Researcher, and Writer

SKILLS AND EXPERIENCE

Publications

- ☐ SOCEE (Students of Color Emerging in English)
- ☐ UC Berkeley Publication 2019 – To Family
- ☐ UC Berkeley; The Bancroft Library 2019
- ☐ Press Design of “A Wild Delight,” A Memoir and Haiku
- ☐ By John Brandi

Customer Service & Managerial Duties & Tutor

- ☐ Retail Clothing Store Manager recruited, trained, and motivated sales staff and talent in hiring appropriate staff persons for positions available and promoted harmonious relationships with customers, resulting in customer loyalty and causing revenue to increase in stores.
- ☐ Management: I executed skills in handling disgruntled customers, using professionalism and communication skills.

COMPUTER SKILLS

- ☐ Typing: 50 wpm
- ☐ Knowledgeable in Microsoft Word, Google Chrome, PowerPoint, Sway, Google Chat, Zoom, AI, Instant Messaging, and ChatGPT.

VOLUNTEER HISTORY

- ☐ Volunteer with Red Cross @ Minot A.F.B. 1978 – 1980
OB/GYN and Phlebotomy Clinic
- ☐ Contra Costa College - F.Y.E. (First Year Enrollment) Tutor
- ☐ Mentor Contra Costa College with college application
- ☐ Mentor children throughout the community with their studies

EMPLOYMENT HISTORY

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|--|--------------------|------------------------------|
| ☐ Store Manager | Mothers' Work | Hilltop Mall, Richmond, CA |
| ☐ Assistant Manager | Whitehall Jewelers | Hilltop Mall, Richmond, CA |
| ☐ Sales | Emporium-Capwells | Sun Valley Mall, Concord, CA |
| ☐ Store Manager | Casual Corners | Solano Mall, Fairfield, CA |
| ☐ USO Lounge Mgr. | Yokota AFB | Yokota, Japan |

AWARDS

- ☐ 2023 Sigma Tau Delta - Southern New Hampshire University
- ☐ 2016 - 2018 Alpha Gamma Sigma - Contra Costa College, San Pablo, CA
- ☐ 2018 George Miller Scholarship - Contra Costa College, San Pablo, CA
- ☐ 2018 CCC Foundation Scholarship - Contra Costa College, San Pablo, CA
- ☐ 2018 EOPS Graduates Scholarship - Contra Costa College, San Pablo, CA
- ☐ 2018 Bert Scholarship - Contra Costa College, San Pablo, CA
- ☐ 1980 American Red Cross Volunteer Award -- Certificate Minot A.F.B, ND

