

Adam Gregory
123 Residence Hall
Notre Dame, IN 01463

901-555-5555
adam.gregory@nd.edu

Education

University of Notre Dame

Notre Dame, IN
May 2010

Candidate: Bachelor of Science, Mechanical Engineering

- 3.4 Major GPA
- Math Tutor, Campus Tour Guide
- WSND Campus Radio DJ

Germantown High

Memphis, TN

- Varsity Debate Team Captain
- National Honor Society member

Professional Experience

UND Mendoza College of Business: Executive Education Notre Dame, IN

Sep 2009-Present

Administrative Assistant

- Assist in the editing and production of reference materials (case studies, presentation materials, and white papers) for the 65 member EMBA class.
- Created database to compile evaluation assessments for each professor at the end of semester classes.
- Routed information requests to appropriate staff and mailed brochures to prospective students.

GreatToys.com Memphis, TN

May 2009- Aug 2009

Shipping and Receiving Dock Manager

- Managed 5 forklift operators to unload and receive inbound freight.
- Organized and approved paperwork for incoming shipments. Coordinated trailer movements with several shipping companies to ensure an efficient unloading schedule.
- Verified shipment quantity by visually inspecting freight and spot checking a random sample of goods from each truck.
- Entered new products into internal inventory tracking system to allow for billing and supply reorders.

Iconoclast Literary Magazine Germantown, TN

May 2008-Aug 2008

Staff Member and Computer Technician

- Updated software and business processes to allow for digital creation and editing of the magazine, substantially reducing production costs.
- Setup office network capabilities, allowing employees to more easily share files and collaborate.
- Created a manual to document best practices for future staff members.

Additional Information and Skills

- High proficiency in Microsoft Word and Excel. Proficient with both PowerPoint, Access, and Adobe PageMaker.
- Languages: Fluent in Spanish, proficient in French.
- Active volunteer for Habitat for Humanity.
- Extensive traveler: South East Asia, Central America, Western Europe.