

Brian Lockhart

Address: Pittsboro, NC **Phone:** 919.444.0167 **Email:** DeviScript@gmail.com

Profile

Committed professional with a strong foundation in Interdisciplinary Studies, emphasizing leadership, adaptability, and superior communication skills. Graduated with a 4.0 GPA and membership in Phi Kappa Phi, demonstrating a robust ability in programming, data analysis, administration, and research. Proficient in JavaScript, HTML, CSS, and Excel. Adept at leading teams through change, seeking to leverage technical expertise and a passion for learning in dynamic settings.

Professional Experience

Piedmont Wildlife Center | Office Administrator

Mar 2020 - Apr 2020

- Managed and coordinated office administrative tasks, ensuring efficient operation of the center.
- Served as a point of contact for internal and external stakeholders, facilitating effective communication.
- Oversaw the maintenance and organization of office records and documentation.
- Assisted in coordinating center activities and events, ensuring smooth operation and adherence to schedules.

University of North Carolina | Research Manager

May 2018 - Jan 2020

- Managed and coordinated research activities, ensuring adherence to project timelines and objectives.
 - Collaborated with academic professionals in conducting and overseeing research projects.
 - Maintained comprehensive records of research findings and contributed to data analysis and report generation.
 - Facilitated communication between the research team and stakeholders, ensuring effective dissemination of information.
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Education

University of North Carolina at Greensboro

Sep 2020 - Dec 2023

Bachelor of Arts in Interdisciplinary Studies

- Inducted into the Phi Kappa Phi Honor Society.
- Achieved a 4.0 GPA.

University of North Carolina at Chapel Hill

Jul 2022 - Jan 2023

Full Stack Web Development Bootcamp Certificate

Skills

- Analytical Skills: Proficient in data analysis and critical thinking.
- Business Acumen: Understanding of business operations and financial principles.
- Communication: Expert in written and verbal communication.
- Problem Solving: Strong ability to address and resolve project and administrative issues.
- Technical Skills: Proficient with Microsoft tools, web development technologies, and related software.
- Time Management: Efficient in managing multiple tasks and meeting deadlines.