

JAKE ADELMAN

📍 HIGHLAND PARK IL 📞 224-727-2272

◦ DETAILS ◦

Highland Park IL
224-727-2272
adelman.jake@yahoo.com

◦ SKILLS ◦

General Labor
Document Management Software
Microsoft 365 Suite
Roofing and Framing
ImageRight

◦ LANGUAGES ◦

English



PROFILE

Hardworking college student with a motivated attitude and a variety of powerful skills. Adept in virtual document management programs and invoices. General Construction including framing, drywall, painting and roofing.



EMPLOYMENT HISTORY

Construction & Architectural Assistant at Farrell William Associates Architects, Highland Park IL

Oct 2024 — Aug 2025

- Executed general construction tasks including framing, drywall installation, and electrical work.
- Supported residential and commercial projects through skilled trade and general labor activities.
- Managed project timelines effectively to ensure timely completion.
- Collaborated with teams to enhance project workflow and communication.
- Implemented safety protocols to maintain a secure work environment.

Legal Admin at Direct Auto Insurance Company , Chicago IL

May 2023 — Jul 2025

- Supported policyholders at a publicly traded A-rated insurance carrier in Chicago
- Served as regional expert for ImageRight document system, fixing corrupt litigation files
- Managed and processed legal vendor invoices across jurisdictions
- Automated lawsuit assignment process, saving 375+ labor hours in nine months

Landscaper at Killeen Landscape Company, Highland Park IL

Mar 2024 — Feb 2025

- Performed lawn maintenance including mowing, edging, and trimming
- Collected and removed leaves, branches, and other debris
- Operated landscaping equipment safely and efficiently



EDUCATION

Bachelor, Civil Engineering , University Of South Carolina , Columbia

May 2025 — Present

- Working towards a Civil Engineering Degree

High School Diploma, Highland Park High School , Highland Park IL

Sept 2021 — May 2025

- Graduated with "Giant Honors" all 4 years
- 2 Years Varsity Baseball
- 1 Year Varsity Baseball Captain



REFERENCES

Steve Tews from Direct Auto Insurance

630-730-0278

Bill Farrell from Farrell William Associates Architects

224-522-5222