ADAM BERRY

(828) 507-4964, aberry2288@gmail.com

5122 Cedar Trails Place Winston-Salem, NC 27104

**EDUCATION**

Western Carolina University Cullowhee, NC

Bachelor of Science in Parks and Recreation Management May 2016

**WORK, INTERNSHIPS, & ADMINISTRATIVE EXPERIENCE**

National General Insurance Winston-Salem, NC

*Insurance Adjuster* (full-time) September 2022 – Current

* Liability investigator for personal automotive insurance claims
* Obtain statements from insured and claimant parties involved in insurance claims to help determine liability in vehicle accidents
* Work with bodily injury, total loss, special investigations and other adjusters to determine insurance coverage for individuals with high-risk automotive insurance policies

Andy Shaw Ford Sylva, NC

*Service Advisor* (full-time) October 2017 – June 2022

* Liaison between service department and customers communicating information regarding automotive repairs, creating repair estimates and handling customer concerns
* Oversee automotive technician scheduling and workflow
* Effectively communicate, comprehend and troubleshoot on the spot in a constantly changing work environment

Disability Partners Sylva, NC

*Enrichment Guide* (full-time) June 2015-January 2017

* Assisted individuals with developmental disabilities with community integration by helping build necessary living skills and encouraging their independence
* Attended meetings to monitor the services for individuals, discuss progress toward goals, audit and report billable hours, and address needs or concerns
* Worked 25-30 hours during college and after graduation in May 2016 promoted to full-time service
* Gained strong, working knowledge and ability to effectively support individuals with mental and/or physical disabilities

WCU Office of Sustainability and Energy Management Cullowhee, NC

*Intern* (part-time) May-December 2015

* Assisted the Chief Sustainability Officer and the Office of Sustainability and Energy Management with communication, education and outreach programs targeting the campus and community
* Supported the ongoing efforts of OSEM by backing sustainability programs that seek to minimize our ecological footprint as well as generate savings through resource conservation behaviors

WCU Parks and Recreation Magazine Cullowhee, NC

*Editor* (unpaid leadership position) January-May 2015

* Solicited articles assigned to students as research in classes
* Edited all copy for proper spelling and grammar to achieve a high quality of professional content
* Used Microsoft Publisher to compile articles into magazine format for printing

**COMPUTER SKILLS:** Word, PowerPoint, Excel, Publisher, Autosoft, EPIC

**LEADERSHIP, SERVICE, & PROFESSIONAL ACTIVITY**

* *Program Developer & Leader*, “An Outdoor Experience” (camping and hiking-based leadership program for middle-school children), Jackson County 4H Youth Leadership Council, October 2015
* *Planning Team Member*, Old Cullowhee Canoe Slalom, August-September 2013 & 2015
* *Participant*, Appalachian Energy Summit, July 2015