

ADAM SIMON

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EDUCATION

Temple University — Philadelphia, PA

Fox School of Business | Bachelor of Finance — Sophomore

Expected Graduation: May 2028

Honors: Dean's List (Fall 2025)

PROFESSIONAL EXPERIENCE

Food Runner: Nando's Peri-Peri, Oxon Hill, MD

June 2024 – August 2024

- Served as the primary liaison between kitchen staff and dining floor operations.
- Delivered customer orders efficiently to ensure timely service and satisfaction.
- Monitored guest needs proactively to maintain a welcoming dining environment.

Store Associate: Burlington Store Inc, Rockville, MD

January 2024 – July 2024

- Operated POS systems accurately, handling cash, credit transactions, and returns.
- Promoted Burlington Loyalty Program and Credit Card enrollment to customers.
- Supported inventory organization, including security tagging and merchandise flow.

Special Events Valet: MJ Valet, Washington, D.C.

June 2024 – December 2024

- Provided professional guest service at high-profile events and formal venues.
- Safely parked and retrieved vehicles while ensuring secure key management.
- Maintained efficiency and professionalism under high-volume event conditions.

Admin Assistant: Clear Communication, Silver Spring, MD

August 2021 – August 2022

- Maintained physical and digital filing systems to improve document retrieval.
- Managed incoming calls and emails while coordinating office supply inventory.
- Organized and maintained warehouse operations to support electrician efficiency.

COMMUNITY SERVICE & LEADERSHIP

Strong Men Overcoming Obstacles Through Hard Work (S.M.O.O.T.H.)

Temple University Philadelphia, PA

April 2025 – Present

Treasurer

- Manage budgets and organizational funds for campus and community initiatives.
- Coordinate transportation logistics for service projects and outreach events.

Volunteer

Temple University Volunteerism, Philadelphia, PA

Fall 2024 – Spring 2026

- Temple NAACP: Assembled hygiene care packages for the Bethesda Project.
- Faith In God Corp: Distributed turkeys and groceries during Thanksgiving outreach.
- Black Student Union: Participated in neighborhood cleanup efforts in North Philadelphia.
- Nicetown CDC: Supported community giveback events distributing essential supplies.
- Shared information on local economic development opportunities with residents.

SKILLS

Business: Budget Management, Customer Relations, Operations Coordination

Technical: Cash Handling, POS Register Operations, Retail Inventory Management

Communication: Professional Greeting, Conflict Resolution, Liaison Services