

# Caleb Welch

## Contact

603-848-3065  
welchce@bc.edu

## Skills

Microsoft Office  
Photoshop  
Data Analysis  
Graphic Design  
First Aid/CPR/AED  
Avid Reader

## Education

Boston College

Psychology B.A  
Philosophy minor  
2013-2017

Adelphi University

Psychology M.A  
degree in progress

## Profile

I excell in office administration and data analysis. I never stop learning and I love to bring a smile to clients and co-workers alike. I am seeking a challenging position at an organization that will utilize my passion for psychology and collaboration and invests in their employees as their employees invest in them.

## Experience

Teaching & Research Assistant | 2018-2019

### Adelphi University

- Catalogued and streamlined over 60 prospective classes for the chair of academic affairs
- Generated insights on refugee data sets, student learning outcomes and practices for independent research
- Accurately write pitches for persuading institutions for research funding
- Completed statistical analysis of quizzes to provide a perspective on teaching outcomes
- Coordinated directly with professor to establish a concrete plan for teaching statistics to college sophomores
- Assisted in all general office duties including administrative record keeping, scheduling, and excellence in customer service.

Office Administrator | 2012-2017

### R.J Welch Construction

- Coordinated day-to-day activities of construction company in the greater Henniker area to ensure smooth operations and a pleasant work environment
- Maintained office files, made appointments, arranged meetings with clients
- Distributed reports, maintained business information, drafted correspondence with customers
- Drafted and proofread contracts for customers regarding building plans (75+ contracts)
- Entered employee data and processed invoices
- Organized employee information, company finances, and other company data using Microsoft Office