

Adam Seth Gelvan

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Summary

- Over 5 years of corporate office experience
- Strong ability to follow precise procedures
- Customer relations expert

Professional Experience

Customer Relations Expert

Presto Consulting | Online - Part time | May 2020 – Present

- Created and managed phone line operators
- Managed company phone calls, email, and faxes
- Maintained do not call lists and responded to donors
- Applied fundamental sales skills

Executive Assistant & Customer Relations Representative

American Campaign Services | Delray Beach, FL | Nov 2019 – Jul 2020

- Analyzed company's office supply expenditures
- Organized the new office and designed systems to maximize administrative operations.
- Maintained phone and voice mail system
- Responsible for customer relations
- Prepared and deposited bank slips
- Proofread, edit, and check grammatical errors in memos, letters, and documents
- Greet visitors and determine whether they should be given access to specific individuals.
- File and retrieve corporate documents, records, and reports.

Executive Assistant

Production Consulting Corp | Montville, NJ | Nov 2015 – Nov 2019

- Maintained phone and voice mail system
- Prepared and deposited bank slips
- Managed company phone calls, email, and faxes
- Proofread, edit, and check grammatical errors in memos, letters, and documents.
- Greet visitors and determine whether they should be given access to specific individuals.
- File and retrieve corporate documents, records, and reports.

Education

Bachelor of Business Administration in Management

Florida Atlantic University

Expected May 2023

Boca Raton, FL

High School Diploma

Montville Township High school

June 2019

Montville, NJ

Computer Skills

- Microsoft Office Suite
- Google Drive
- Apple Interface

Campus Involvement

- Pi Kappa Alpha, Founding Father
- Automotive Club

Spring 2020

Spring 2020