

Grant Gallagher

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SUMMARY OF QUALIFICATIONS

- **Experience:** Six years of inspecting, troubleshooting, and maintaining aircraft hardware with the Air Force.
- **Training:** Four years of training and instructing new recruits within inspection, troubleshooting, and maintenance.
- **Customer Service:** Over three years of experience assisting customers, problem-solving, and resolving escalated issues.
- **Communication:** Collaboration and presentation skills with people of diverse backgrounds.
- **Leadership:** Held a Non-Commissioned Officer Role within the Air Force.
- **Research:** Skilled in gathering and analyzing internal/external data in a variety of environments.

EDUCATION

Bachelor in Information Technologies with a concentration in computer science.

Expected: December 2024

School: Lewis University, Romeoville, IL

WORK EXPERIENCE

Air Force Jet Engine Mechanic

June 2017 – June 2023

Location: Grissom Air Force Base, Kokomo, IN

- **Meticulous Equipment Inspection:** Developed a keen eye for detail, ensuring the thorough inspection of aircraft equipment to maintain peak performance and safety standards.
- **Quick-Thinking Preflight Maintenance:** Demonstrated exceptional problem-solving skills by efficiently handling preflight maintenance tasks, adapting to changing situations to ensure mission readiness.
- **Collaborative Team Player:** Excelled as a valuable team member within my own shop and seamlessly integrated into cross-functional teams, fostering effective teamwork and shared success.
- **Leadership and Training:** Assumed a leadership role by mentoring and training new Airmen in the intricacies of equipment inspection and maintenance, passing on critical skills and knowledge to the next generation.

Uber Driver

2021 – Present

- **Driving Skills:** Demonstrated exceptional driving skills with a strong focus on safety and reliability.

- **Effective Time Management:** Successfully managed pick-up and drop-off schedules to ensure timely and efficient transportation services for passengers.
- **Excellent Customer Service:** Provided a high level of customer service by offering a friendly and courteous ride experience, addressing passenger inquiries and requests, and maintaining a clean and comfortable vehicle.
- **Adaptability:** Adapted to varying passenger needs and preferences, ensuring a positive experience for a diverse range of riders.
- **Ratings and Feedback:** Maintained a high driver rating and positive feedback from passengers, reflecting a commitment to quality service.

Product Manufacturer

August 2018 – May 2021

Location: Tibet Almond Sticks, Lemont, IL

- **Efficient Scheduling:** Developed and managed production schedules for myself and a team of employees, ensuring timely delivery of products.
- **Process Oversight:** Successfully supervised the production of four distinct processes, maintaining quality control and efficiency throughout each stage.
- **Logistics and Communication:** Orchestrated the shipping of products and maintained effective communication with retailers, ensuring accurate and on-time deliveries.

Dish Washer / Cook

June 2015 – June 2017

Location: Marian Village, Homer Glen, IL

- **Efficient Dishwashing:** Proficient in washing and sanitizing a high volume of dishes and kitchen equipment quickly and effectively.
- **Busboy Expertise:** Skilled at clearing and setting up tables, ensuring a clean and organized dining environment for residents and guests.
- **Food Preparation:** Experience in food prep, including chopping, slicing, and following recipes to assist chefs in meal preparation.
- **Culinary Knowledge:** Gained a deep understanding of food safety standards, hygiene, and proper kitchen procedures.
- **Team Collaboration:** Worked closely with kitchen staff, servers, and fellow team members to ensure smooth and efficient meal services.
- **Adaptability:** Thrived in a fast-paced environment, quickly adapting to changing priorities and last-minute requests.
- **Customer Service:** Provided excellent customer service to elderly residents, demonstrating patience and attentiveness to their dining needs.
- **Time Management:** Managed tasks efficiently to meet mealtime deadlines, contributing to a positive dining experience for residents.

HONORS AND AWARDS

- **Dean's List, Lewis University** - Two semesters

LEADERSHIP, ACTIVITIES, AND VOLUNTEER EXPERIENCE

- **Non-Commissioned Officer** - Supervised three Airmen under my training

LANGUAGES AND COMPUTER SKILLS

- **Programming Languages:** Proficient in Java, JavaScript, Python, CSS, and HTML.
- **Software Proficiency:** Proficient in MS Word, MS Excel, MS PowerPoint, Google Docs/Forms/Slides, MS Azure, and GitHub Pages.
- **Social Media Management:** Proficient in major social media outlets including Facebook, YouTube, Pinterest, LinkedIn, Instagram, and Twitter; able to post opportunities and source candidates via social media.
- **Graphic Design Tools:** Familiar with Adobe Photoshop and Adobe Lightroom.
- **Languages:** Semi-proficient in French.