

SAM WELDON

(860) 931-6662 • sw3927@columbia.edu

SUMMARY:

Resourceful undergraduate student with a background in sales, hospitality, office administration, and software development. Proficient in customer relationship management, administrative tasks, team collaboration, and experience with Java, C, and front-end languages HTML, (Tailwind) CSS, and JavaScript. Eager to leverage my diverse skill set and enthusiasm for learning in an internship role.

EDUCATION:

Columbia University, School of General Studies, New York, NY

- ❖ Bachelor of Arts Expected May 2026
- ❖ Relevant Coursework: Programming in Java, Advanced Programming (in C)

Housatonic Community College, Bridgeport, CT

- ❖ Associate of Arts May 2023
- ❖ Honors: Summa Cum Laude, Phi Theta Kappa

RELEVANT EXPERIENCE:

Housatonic Community College, Bridgeport, CT

2022–2024

Writing Tutor

- ❖ Adapt tutoring methods and instructional materials to meet students' varying needs and interests.
- ❖ Prepare students for further development by encouraging them to persevere with challenging tasks and explore learning opportunities.
- ❖ Assist students in crafting college-level essays, and developing their skills as writers and presenters.

Bear's Smokehouse BBQ, New Haven, CT

2020-2023

Lead Smoker

- ❖ Instructed cooks or other workers in the preparation, presentation or garnishing of food.
- ❖ Coordinated assignments of cooking staff to ensure economical use of food and timely preparation.
- ❖ Collaborated with colleagues to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients or the likely number of customers.

Connecticut General Assembly, Hartford, CT

2022

Legislative Intern

- ❖ Conducted research, compiled data, and prepared papers for legislators' consideration.
- ❖ Read and analyzed incoming emails and submissions to determine their significance and plan their distribution.
- ❖ Maintained and entered information into databases.

Premier Subaru, Branford, CT

2019

Service Advisor

- ❖ Consistently exceeded monthly sales targets by effectively cross-selling and upselling value-added services and products, contributing to the profitability of the service department.
- ❖ Established and maintained strong relationships with customers, fostering trust and loyalty through personalized service recommendations and attentive follow-up.
- ❖ Utilized dealership software systems to maintain detailed records of customer interactions, service history, and vehicle maintenance schedules.
- ❖ Collaborated with the parts department to procure necessary components and accessories for vehicle repairs, ensuring availability and timely delivery.