

ADAM HERTZ

adamjohertz@gmail.com

SKILLS & ABILITIES

- Advanced Microsoft Office proficiency, capable of creating complex Excel spreadsheets, dynamic PowerPoint presentations, and Word documents.
- Excellent communication skills as demonstrated in various presentations, leadership positions, and small project groups.
- Extensive computer literacy, capable of installing operating systems (Windows/Linux) and building desktop machines.
- Enthusiastic learner, eager to meet challenges and quickly assimilate new concepts.

WORK HISTORY

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| Dec 2016-Present | Bookkeeper, ShopRite <ul style="list-style-type: none">• Managing cash drawers.• Performing account reconciliations.• Preparing shortage reports and bank deposits. |
| May 2015-Apr 2016 | Merchandising/Customer Service Specialist, Best Buy <ul style="list-style-type: none">• Constructed interactive store displays and troubleshoot existing fixtures.• Audited and updated store pricing.• promoted to merchandising specialist September 2015. |
| Nov 2013-May2015 | Self-Checkout Supervisor/Cashier, ShopRite <ul style="list-style-type: none">• Oversaw cashiers, self-checkout lanes, and resolved customer concerns.• Promoted to Supervisor September 2014 |

PROFESSIONAL EXPERIENCE

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| Jul 2016-Present | Board Member, Anne Arundel Community College Board of Trustees <ul style="list-style-type: none">• Giving oral reports from committee meetings, including finance, audit, and foundation sub-organizations.• Jointly establishing long term goals and key performance indicators.• Jointly hiring and evaluating the college president. |
| Feb 2016-Present | Treasurer/Member, Anne Arundel Community College Student Government <ul style="list-style-type: none">• Holding regular meetings with student leaders to plan expenditures.• Orchestrating budget requests and hearings with various student organizations.• Evaluating benefit/cost ratios and allocating accordingly.• Elected to treasurer September 2016. |
| Jan 2013-Present | Board Member/Instructor, U.S. Law Enforcement Martial Arts <ul style="list-style-type: none">• Attending semiannual board meetings to manage organization policies, plan growth, and address issues.• Independently teaching and organizing large classes (50+ students). |

EDUCATION

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| Fall 2015-Spring 2017 | A.S. in Business Administration (Anticipated May 2017)
Anne Arundel Community College <ul style="list-style-type: none">• Cumulative GPA: 3.9/4.0• Vice-President of the Phi Theta Kappa Honor Society• B.S. in finance expected may 2019 |
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