
Jennifer Adair

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EDUCATION

CT State Community College – Quinebaug Valley

Danielson, CT

Major: Accounting - **GPA: 3.21**

Aug 2021- Present

- Sample Coursework: Intermediate Algebra, Principles of Financial Accounting, Principles of Managerial Accounting, Federal Taxes, Organizational Behavior, English 101, Principles of Finance.
- First generation college student. Pell Grant recipient.

WORK EXPERIENCE

QVCC Admissions Office

Danielson, CT

Student Tour Guide (8 hours per week)

Jan 2022-Present

- Conduct student tours for prospective students and their families, highlighting the unique benefits of attending QVCC.
- First point of contact for visitors to the QVCC campus. Provide answers to a wide range of questions and connect visitors with appropriate department experts as needed.
- Maintain a positive attitude and energy level at all times.

Anytime Fitness

Putnam, CT

Greeter (15 hours per week)

Jan 2020-Jan 2022

- Greeted all members and first-time visitors who used the fitness center to enhance their physical and mental health.
- Kept all machines and areas clean in support of Covid-19 protocols and ensured a positive experience for all clients.

McDonald's

Killingly, CT

Multiple Roles (20 hours per week, full time in summer)

Jun 2018-Dec 2019

- Assisted customers with purchase selections, and processed all payments at register.
- Resolved customer issues as required.
- Prepared and delivered meals to customers in a high-pressure environment.
- Trained new employees for various work roles in the restaurant.

KEY ACTIVITIES AND LEADERSHIP

President – Lunchtime Jams. Lead inclusive efforts to encourage students, faculty and staff to perform live music on campus every Wednesday around the noon hour (Fall 2021 to Present).

Member – Photography Club. Participate in monthly outdoor group experiences to improve my skills through trial and error and candid discussions and feedback on pictures taken.

Volunteer – Serve meals at a local church every Saturday morning to those who most need them. Active for the past twelve months in this effort.

SKILLS AND INTERESTS

Technology – Microsoft Word, Excel, PowerPoint. Multiple Adobe products.

Language – Bilingual – Fluent in both English and Spanish.

Personal – Personal fitness (cardio and weightlifting), running, hiking, distance swimming.