Adrian G. Colborn

Current Student

Adrian\_G\_Colborn@outlook.com

# EXPERIENCE

## Kroger Company, Piqua OH *- Front End Hourly Associate*

JUNE 2018 - AUGUST 2020

* Assessed the needs of customers and kept lines moving at a steady pace
* Trained new associates on store policies and technology
* Performed opening and closing duties requiring me to coordinate with small teams to execute store policies
* Assisted in the work of other departments including but not limited to retail, bakery, stocking, liquor sales, and damages

## Antioch College, Yellow Springs OH *- Residence Life Administrative Assistant*

SEPTEMBER 2020 - SEPTEMBER 2021

* Managed resident needs on a need-to-need basis.
* Assisted with the organization and execution of campus-wide events.
* Attended and contributed to meetings with the purpose of outlining and determining future objectives.
* Utilized forms and personal outreach to determine ideal housing assignments for a campus community of over 100 on-campus students
* Developed spreadsheets containing data on housing information for all students, contact information, and storage units
* Created media for the department which involved the compiling and editing of short videos
* Trained new department members on policies and coordinated access to the necessary materials for general position duties

## Antioch College, Yellow Springs OH *- Co-chair of Community Council*

SEPTEMBER 2020 - FEBRUARY 2021

* Organized meetings with the purpose of establishing community-wide policy.
* Convened with staff, faculty, and students to determine immediate community needs.
* Managed conversations and debates among community members during strenuous situations.

# EDUCATION

## Ohio Connections Academy, Marion OH *- High School Diploma (Academic Honors)*

GRADUATED AUGUST 2020

# SKILLS

## Team Coordination

## Employee Training

## Customer Service

## Adaptability

## Data Entry

## G-Suite Experience

# AWARDS

**Academic Honor Roll 2016 - 2020**