

Adam Lynch

Dayton, OH

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EDUCATION

Miami University - College of Arts & Science

Oxford, OH

Bachelor of Arts in Data Analytics - Dean's List

May 2026

Minor in Statistical Methods

RELEVANT SKILLS & COURSEWORK EXPERIENCE

- **Data Visualization & Programming:** Experience in R studio, Python, Microsoft Excel
- **Analytical Skills:** Business Analysis & Projection, Logical Thinking, Data Modeling
- **Workplace Strengths:** Multitasking, Work Ethic, Collaboration, Communication

WORK & LEADERSHIP EXPERIENCE

Miami University Student Life Office

Oxford, OH

Administrative Assistant

Aug. 2022-Present

- **Manage Communication Channels:** Efficiently answer and direct phone calls, provide accurate information to students and parents, and promptly respond to email inquiries.
- **Administrative Support:** Process and distribute incoming and outgoing mail, upload and organize important documents into the office's digital database, and ensure the timely handling of all correspondence and documentation tasks.
- **Assist in Office Operations:** Support the student life staff with various administrative tasks, including scheduling appointments, organizing events, and maintaining office supplies.

Walmart

Centerville, OH

Sales Associate

Nov. 2021-Present

- **Customer Service Excellence:** Assist customers with locating products, answering questions, and resolving issues promptly and professionally, ensuring customer satisfaction.
- **Manage Inventory:** Restock shelves, organize merchandise, and perform regular inventory checks to maintain accurate stock levels, ensuring products are readily available for customers.
- **Training & Developing Team:** Train new employees on store policies, customer service standards, and operational procedures, provide guidance and support to ensure they quickly become productive and effective team members.

ADDITIONAL SKILLS & INTERESTS

Skills: Strong Mathematical Foundations of Data Analytics, Data Abstraction, Professional Communication of Data, Statistical Modeling, Data Cleaning, Machine Learning/AI