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| Spencer Walker  1412 Woodgate Circle, Enfield CT 06082 · 860-818-2391  swalker23046@gmail.com · <https://www.linkedin.com/in/spencer-walker-9b5526183/> |
| Currently pursuing a degree in Civil Engineering in the concentrations of Engineering Management, Construction, Water Systems and/or Transportation Engineering. Looking for experience in a Business or Construction setting. |

# Experience

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| January 2019 – PresentStudent Administrator, University of Connecticut Center for students with Disablities Working primarily with the Interpreting Services division, I process invoices/service requests as well as supervise/assist other administrative staff in communicating with partner institutions, scheduling interpreters, organizing and facilitating a variety of educational or social activities, and maintaining website appearance.  As a fellow employee of the Center for Students with Disabilities, I also coordinate with other departments within the university to schedule meetings, deliver memos/emails to students/professors, and assist managing the help/information desk. |
| JAnuary 2018 – May 2018Usher, Jorgensen Center for the Performing Arts As an usher, I greeted costumers and showed them to their seats, acting as their first interaction at the theater and addressing any variety of issues they may have. I also had sanitary and stocking duties. |
| April 2015 – August 2018Team Member, D’Angelo Grilled Sandwiches As a team member, I oversaw the taking of orders in person/over the phone, prepared and made the orders, and delivered them to the costumer. I also had sanitary and stocking duties. I also started the shift leader training program, which gave me knowledge in scheduling food deliveries, delegating the proper duties to various types of food service employees, and managing costumer service when needed. |

# Education

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| May 2021Bachelors of Science in Civil Engineering, University of Connecticut Currently Pursuing |
| June 2017Highschool Diploma, Enfield High School GPA: 3.94  National Honor’s Society; National Spanish Honors Society; Student Council; National Thespian Society; Football and Marching Band; Over 70 hours of community service |

# Skills

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| * Online Form submission management * Food preparation * Website Development (i.e. WordPress) * Costumer service experience | * Multitasking * Administrative Tasks * Cashier experience * Personable; Social Skills |

# References

## **Audrey Silva**, Program Director

### Univeristy of Connecticut Interpreting Serivices

(860)-486-8120

## **Diane Briody**, Staff Manager

### Jorgensen Center for the Performing Arts

(860)-486-4226

## **Ric Semenuk**, Store MAnager

### D’angelo Grilled sandwiches

(860)-741-2719