

# Adam G. Raviart

adamraviart@gmail.com ♦ adamraviart.weebly.com

---

## Objective

To help a company grow and prosper by leveraging the skills and experiences I have obtained from my educational and professional background.

## Skills and Competencies

- ♦ WordPress Blogger ♦ Knowledge of various Social Media Platforms ♦ Superior Writing Skills ♦
- ♦ Final Cut Pro ♦ Adobe Premiere ♦ iMovie ♦ Adobe After Effects ♦ Adobe Flash ♦

## Education

**Washington & Jefferson College**, Washington, PA

- ♦ B.A. in English, May 2005

**London Metropolitan University**, London, England

- ♦ Spring Semester 2003, Cultural Experiences Abroad (CEA)

**Westmoreland County Community College**, Youngwood, PA

- ♦ Web Publishing Certificate, December 2008
- ♦ Web Development Certificate, December 2008

## Professional Experience

**Paula Teacher & Associates Inc.**, Greensburg, PA, April 2013-Present

*Habilitation Specialist/Vocational Specialist*

- ♦ Provide home and community support consisting of instruction and assistance with daily living skills, social skills development, communication skills and community integration and awareness
- ♦ Assist special needs adult clients with obtaining and maintaining community based employment

**Westmoreland Athletic Club**, Greensburg, PA, October 2012-March 2013

*Membership Sales Coordinator*

- ♦ Handled the recruitment and processing of new members to unique and wonderful health club
- ♦ Provided tours of facility, daily follow-ups with prospects, used social media to connect with members, and worked with management to optimize sales.

**Prudential Preferred Realty**, Greensburg, PA, August 2011-October 2012

*Administrative Assistant/Call Coordinator*

- ♦ Assisted in maintaining the file management system, ordering office supplies, interviewing new hires, and creating necessary word & excel documents for office manager
- ♦ Constantly multi-tasking: Directing in-coming calls, processing property files, & assisting customers

**Adelphoi Village Inc.**, Latrobe, PA, January 2011-April 2011

*Counselor 1*

- ♦ Responsible for supervising and participating in educational and therapeutic daily living activities of youth while documenting required paperwork daily, and citing clients progression and patterns

**Apple Inc.**, Bethel Park, PA, July 2010-December 2010

*Family Room Specialist*

- ♦ One to One Computer Training
  - 50-minute personalized Mac training sessions sitting one on one with customer
- ♦ iPhone/iPod Genius Bar Troubleshooting Support/Basic Product Repair
- ♦ Data Transfers/File Relocation
  - Communicated with customers regarding file transfers and unpacking data files