

MICHAEL GIEGER

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Education

Montclair State University, Little Falls, NJ

Bachelor of Arts in English, Minor in Business

May 2022

- GPA: 3.55
- Honors: Dean's List (Spring 2019)

Master of Arts in English Literature

May 2024

- Recipient of Mary Bondon Graduate Scholarship (Spring 2023)
- Current GPA: 3.94

Work Experience

County College of Morris, Randolph NJ

Adjunct Professor of English Composition II

January 2025-Current

- Devises comprehensive syllabi for 3 classes while adhering to school curriculum
- Creates engaging lesson plans and visually stimulating presentations to promote analytical class discussions on literary readings
- Completes hour-long lectures on various literary and compositional subjects, displaying an effortless aptitude for public speech in high-pressure situations
- Edits and provides significant feedback to hundreds of argumentative essays and research papers
- Adheres to a strict schedule in order to meet deadlines effectively
- Provides students and colleagues with timely responses to important emails and submissions.
- Oversees the data collection and input of student grades and records

Caldwell Nursery Garden Center, Caldwell NJ

Cashier, Customer Service

September 2017- Current

- Manages, distributes, and collects high counts of money daily
- Delivers exceptional service to hundreds of customers weekly resulting in brand loyalty
- Mastered the names and brands of specific plants, soils, and mulches, in order to offer quality assurance to customers

Essential Procurement Services, Fairfield, NJ

May 2021 - January 2022

Salesperson, Customer Service Representative, Warehouse Operations

- Provided exceptional customer services in a high stress environment
- Responsible for answering phones and servicing clients
- Responsible for completing deliveries and supervising shipment unloading
- Collaborated with management and staff to ensure customers' needs were met
- Trained new employees which resulted in an increase of customer satisfaction
- Contributed to the workplace integration of COVID-19 health safety measures

Relevant Skills

- Computer: Word, PowerPoint, Excel, Access, Canvas, Blackboard, Photoshop, Google Drive,
- Certifications: First Aid, CPR certified

Leadership

- Eagle Scout (earned at age 16)
- National Honors Society (West Essex High School 2018)