

# Daniel Meyer

## SKILLS SUMMARY

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- Writing & composition
- Microsoft Office
- Adobe Suite
- Academic research
- Tutoring & instruction
- Oral communication
- Leadership experience
- Time management
- Attention to detail

## EXPERIENCE

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*Manager* • Amazing Books & Records, Pittsburgh, PA Nov 2022–present

Full-time. In addition to regular retail duties such as sales and cleaning, I was responsible for managing the store on a daily basis: solo opening and closing, counting the register and filling out deposit slips, purchasing new books, collecting vendor fees, listing and shipping online sales, responding to emails and phone calls, etc.

*Grader* • Tepper School of Business, Carnegie Mellon University Aug–Dec 2022

Worked with Dr. Derek Leben as a grader for his Fall 2022 “Business Ethics” course, being responsible for grading weekly assignments, term papers, and exams for over 150 students.

*Teaching Assistant* • McNulty School of Liberal Arts, Duquesne University Aug–Dec 2022

Contracted with Dr. Patrick Lee Miller as a teaching assistant for his Fall 2022 “America & Antiquity” course, offering assistance, grading essays and exams for, and teaching to nearly a dozen students.

*Shipment Processor & Brand Associate* • Gap, Inc. Shadyside Oct 2019–present

Offered customer service and sales, but currently working as an early morning shipment processor. This involves moving, loading and unloading shipments, processing materials, repackaging, and tracking inventory.

## EDUCATION

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*Bachelor's of Liberal Arts* • Duquesne University May 2022

Graduated Cum Laude with a degree in History and Philosophy, and a minor in English. Was heavily involved in the departments and recognized for excellence in my study of history and philosophy. As President of the Philosophy Society I moderated debates between faculty, helped with department recruitment, and organized weekly meetings. As a volunteer in the University Archive I helped process new and old materials. Also published “To Wake the Songbirds” in *:Lexicon* (Apr 2021).

## HONORS & AWARDS

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*Excellence in Service to the Philosophy Department Award* • Duquesne University May 2021

*Member* • Phi Alpha Theta Apr 2021

*Erik Gerhard Student Award* • Department of History, Duquesne University Mar 2020

## VOLUNTEERING

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*Volunteer* • Duquesne University Archive, Gumberg Library Nov 2019–May 2021

*President* • Duquesne Undergraduate Philosophy Society Oct 2019–May 2021

*Secretary & Digital Content Manager* • Duquesne Tabletop Club Jan 2018–May 2021