

Elijah Gerstner

I am currently pursuing a bachelor's degree in mechanical engineering at NAU with an interest in systems management. My front-facing work experience has provided me with a range of personal and professional communication skills that allow me to navigate any difficult situation. I have a breadth of multidisciplinary knowledge in the STEM field including but not limited to: CAD Modeling, Digital Calculus Modeling (Matlab), Engineering Statistics, Limited Python and Java coding, Assembly of Electrical Circuits, Material Testing and Analysis, Additive Manufacturing (3D-Printer Slicing and Operation), Limited Machining, Desktop Building and Repair, Laptop Repair, Anything Software.

CONTACT

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 LinkedIn | Portfolio

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Apt #222, Flagstaff

EDUCATION

- High School Diploma
August 2018 - May 2022
Pinnacle High School, Phoenix, Arizona
- Bachelor's Degree in
Mechanical Engineering (4th
Year)
August 2022 - Present
Northern Arizona University,
Flagstaff, Arizona

KEY SKILLS

- Extensive Technological Skills-
Software: Installation,
Troubleshooting, Use in a
Professional Environment (POS,
Event Management, Membership w/
RFID programming, Equipment
Rentals, Majority of Microsoft and
Google Suites) Hardware: Custom
Tower Builds, Laptop Repair, Part
Swaps, Cleaning
- Customer Communication (Including
situational de-escalation)
- Event Management (Organizer
Communication, Following
Diagrams, Handling of "Unique"
Situations)

PROFESSIONAL EXPERIENCE

Staff Member | August 2022 - March 2025 Unions & Activities (NAU) | Flagstaff, Arizona

Events:

- Load box trucks with equipment and transport to event site
- Unload Trucks and set up equipment according to customer specifications
- Assist event with any event issues, including technical support
(Projectors, Microphones, Clickers, Sounds Systems, Lighting Systems)

Clerical:

- Answer phones and make outgoing calls
- Physical Paperwork
- Digital Paperwork (Excell, Microsoft Teams, EMS)
- Bike Program Checkout/In (Fusion POS/Membership System, Physical
Bike Inspections, Organize Gear)
- Lost and Found (Search databases for information and inform individual
through email/phone)

Janitorial:

- Vacuum, Mop, Clean Tables, Clean Windows, Tidy Room Sets

Front Desk Employee | May 2022 - December 2024 Fireside at Desert Ridge Community Center | Phoenix, Arizona

- Clerical Duties (Answering phones, paperwork, updating Excel sheets,
RFID pass production, responding to emails)
- Event organization and set up
- Alcohol Service (Arizona Title 4 Certification)
- POS Sales (tickets, fees, drinks, classes)

Dishwasher | December 2021 - May 2022 Chipotle | Phoenix, Arizona

- Dishwashing and Closing Prep

CERTIFICATIONS

- Food Handler's Card, ServSafe, September 2019

- ◆ Interdepartmental Communication
- ◆ Capable of Lifting and Moving Heavy Objects

Required for the handling of any food in a commercial context

- Manager's Certification, ServSafe, May 2021

Required for the ownership and/or management of any business that handles the sale of food or drink.

- Title 4 Alcohol Certification, State of Arizona, September 2022

Required for the service of beer, wine, and mixed spirits, in a commercial context