

Adam Morton

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SUMMARY

Early career professional with supervised project experience supporting documentation, reporting, **customer communication**, and **service delivery**. Prepared **accurate records**, organized competing priorities, and shared clear updates during team presentations. Built practical habits around stakeholder coordination, request follow up, and dependable administrative support. Used Microsoft Office and documented processes to analyze information, maintain project materials, and improve work through feedback. Academic experience developed a steady approach to detail, deadlines, and collaboration across structured assignments. Comfortable learning role specific procedures, communicating with customers and internal partners, and keeping activities moving through thoughtful organization. Ready for a territory focused opportunity where reliable support, respectful communication, and consistent follow through contribute to strong customer relationships and effective **medical device sales** operations.

EDUCATION

Bachelor's Degree in Business Administration

State University GPA: 3.5

2026

Phoenix, AZ

Coursework: Business communication, operations management, customer relations, Microsoft Office

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- **Business Communication:** Team presentations, customer updates, written correspondence
- **Documentation Systems:** Project records, process notes, file organization
- **Reporting Tools:** Status reports, findings summaries, activity reports
- **Customer Service:** Customer communication, request follow up, service support
- **Project Coordination:** Task tracking, deadline management, activity coordination
- **Data Organization:** Record accuracy, information sorting, document control
- **Sales Operations:** Territory support, sales documentation, service delivery
- **Stakeholder Support:** Internal coordination, team updates, issue routing
- **Quality Practices:** Process review, feedback cycles, deliverable checks

SKILLS

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|--------------------|----------------------|-----------------------|------------------------|
| • Communication | • Customer Service | • Stakeholder Support | • Project Coordination |
| • Documentation | • Team Collaboration | • Service Delivery | • Medical Device Sales |
| • Microsoft Office | • Reporting | • Request Resolution | • Attention to Detail |
| • Organization | • Record Keeping | • Priority Management | |

EXPERIENCE

Student Project Experience, Medical Device Sales Support

January 2026 - Present

University Program

Phoenix, AZ 85004

Supported supervised university projects related to medical device sales **operations**, documentation, reporting, **communication**, and service delivery. Maintained organized records, coordinated team activities, and used feedback to improve project execution.

- Completed structured **medical device sales** projects using documented processes and organized work plans
- Prepared clear reports and maintained accurate project records for team review
- Presented findings and status updates during collaborative university team meetings
- Managed deadlines and competing priorities through organized task tracking
- Used **Microsoft Office** tools to support analysis, documentation, and **reporting**
- Applied feedback during project revisions, improving clarity and completeness of deliverables

PROJECTS

Territory Operations Documentation 📅 2026

Created a supervised documentation workflow for territory activities, customer communication, reporting, and request follow up. Organized records in Microsoft Office, clarified handoffs, and incorporated review feedback into final materials.

LEADERSHIP & AWARDS

- Academic Project Recognition, praised for accurate records and clear team reporting
- Team Presentation Recognition, selected to communicate findings during supervised project reviews
- University Leadership Contribution, supported organized planning across collaborative assignments

CERTIFICATIONS

- Microsoft Office Specialist 📅 2026
- Customer Service Foundations Certificate 📅 2026

PROFESSIONAL AFFILIATIONS

- University Business Association, participated in student discussions on operations and customer service
- Student Professional Development Group, practiced communication, reporting, and career preparation

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST