

Gregg Gorstein

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OBJECTIVE

Multifaceted university student with corporate technology and communication experience. Aiming to leverage and advance my decision-making, analytical skills, and knowledge of business-driven solutions. Seeking a full time position where my ability to execute speedily, strategically and successfully communicate, and maintain open-mindedness and respect will provide dependable support to my management team, colleagues, and organization.

EDUCATION

Rutgers University, New Brunswick, New Jersey

Graduation: May 2022

BACHELOR OF COMMUNICATION,

MINOR IN DIGITAL COMMUNICATION, INFORMATION & MEDIA

Cumulative GPA: 3.5

SPECIALIZATION IN STRATEGIC PUBLIC COMMUNICATION AND PUBLIC RELATIONS

Honors & Awards

- Dean's List for Spring 2020, Fall 2020, Spring 2021

WORK EXPERIENCE

Arcadis

March 2021 – Present

Technical Intern

- Support the Office of the CTO with responsibilities of developing and implementing data management platforms, designing clear and concise data visualizations, and generating presentations and videos for company meetings.
- Assist the CTO by creating a governance model for the Global Tech organization to conduct quarterly and monthly update meetings.
- Execute server migration for about one hundred organizations to compile and organize data into one specific Global Tech organization.
- Establish Agile Community Site to create easily accessible and readily available documents and ease data retrieval for leadership team members and internal employees.

The Verve, New Brunswick, New Jersey

April 2020 – June 2020

Real Estate Marketing Intern

- Supported Communication/Marketing Director by analyzing relevant marketing conditions and competitor data in order to design and develop marketing plans to attract prospective clients and bring awareness of property amenities.
- Introduced potential tenants to types of units available and perform physical and online tours of premises.
- Displayed knowledge of property information when responding to messages and inquires from potential tenants.

Law Office of Mark Legere, New York City, New York

June 2019 – August 2019

Administrative Assistant Intern

- Facilitated efficient operations of the law office by effectively communicating and collaborating with municipal prosecutors and clients.
- Interacted with clients and witnesses before hearings to clarify and bring awareness to court processes.

INVOLVEMENTS & VOLUNTEERING

Chi Phi Fraternity

- Participated and engaged in Rutgers community and philanthropy events.

Boys & Girls Club in Clifton

- Assisted team members in gift drives during the holiday seasons.

New Brunswick Public Garden

- Maintained the upkeep of the community garden while also caring for additional community members with their purchased plots.

SKILLS

- MS Office Suite, Data Analytics, Azure DevOps, Data Management, Collaboration, Storytelling