

Clayton Manley

EDUCATION

Robert Morris University, Moon Township, PA

UX/UI Design B.A.

AUGUST 2018 - MAY 2020; AUGUST 2021 - May 2023

Seven semesters on Dean's List

- ▶ Relevant courses: Design Fundamentals, Intro To Web Development, Designing For New Media, 3D Modeling, Psychology Sensation and Perception, Idea Development Writing & Storyboarding

EMPLOYMENT HISTORY

Robert Morris University, Campus Recreation

Student Manager

JUNE 2022 - May 2023

- ▶ Organizes employee tasks to ensure upkeep of facility
- ▶ Leads onboarding training for new hires

Front Desk Supervisor

AUGUST 2021 - May 2023

- ▶ Provides tours of the facility for visitors and new members
- ▶ Responsible for opening and closing the building

New Hope Seafood Market, New Hope PA

Operations Manager

AUGUST 2020 - MAY 2021

- ▶ Created website and online order form, managed social media presence
- ▶ Assisted customers in purchases, answered phones, operated checkout
- ▶ Managed daily inventory, online orders, and staff scheduling

Walmart Store #4644, University Blvd

CAP2 Associate

MAY 2019 - AUGUST 2019

- ▶ Stocked products on shelves and assisted in customer service
- ▶ Daily inventory receiving and backroom management with inventory system

RAEM Corporation, Fairport NY

Dry Cleaning Attendant

OCTOBER 2016 - SEPTEMBER 2018

- ▶ Created invoices and handled clothing drop-offs and returns
- ▶ Managed all customer interactions

LEADERSHIP EXPERIENCE

Delta Tau Delta Fraternity, Zeta Mu Chapter

Recruitment Chair

JANUARY 2022 - December 2022

- ▶ Educates members on effective methods of recruiting
- ▶ Delegates planning of recruitment week events to members of committee
- ▶ Conducts interviews with all potential new members

Brotherhood Chair

JANUARY 2020 - AUGUST 2020

- ▶ Developed programming of weekly brotherhood events and functions
- ▶ Participated in raising money for Juvenile Diabetes Research Foundation

578 Red Raider Robotics, Fairport Senior Highschool

Team President and Strategy Coach

DECEMBER 2015 - JULY 2018

- ▶ Lead a collaborative effort to build a robot for competition
- ▶ Facilitated frequent meetings during annual build season
- ▶ Networked and fundraised with over 10 local business owners to fund team

AWARDS & CERTIFICATES

Fundamentals of Digital Marketing

Google Digital Garage

ISSUED JUNE 2021

- ▶ Learned skills and improved knowledge in: Business Strategy, Content Marketing, Search Engine Optimization, and E-commerce

COMMUNITY SERVICE

- ▶ Western PA Conservancy Trail Cleanup Volunteer
- ▶ Adopt a Highway (Toms Run Rd, Sewickley, PA)
- ▶ Pittsburgh Cares Cleanup