

# ALEXANDER S. GAIGG

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## WORK EXPERIENCE

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### **Clean and Pack Supervisor/Shipping Clerk**

**Kahr Firearms Group (of Saeilo Inc)**

Jan 2022 – Aug 2025

Greeley, PA

- Managed a team of shippers who prepared the product for final sales and distributed them nationwide.
- Duties involved creating pack lists and shipping labels using the ERP system, EDI, and Shipping Manager.
- Received product for repair into the internal system and also stored product for future sales.
- The supervisor role included coordinating and implementing tasks with Sales & Marketing, Customer Service, Parts, Webshop and from both the Production Manager and the Director of Manufacturing.
- Completed monthly audits and managed inventory.
- Actively sought to reduce shipping rates saving the company's shipping costs up to 40% or more.

### **Office Assistant**

**Institute of Relationship Intelligence**

April 2020 - Sep 2021

Westwood, NJ and Millrift, PA

- Provided assistance to the Office Manager in the input of surveys into the system.
- Mailed out letters to different organizations for outreach purposes.
- Supported and attended club events provided by the organization.

### **Assistant Language Teacher (ALT)**

**JES Network Incorporated**

Apr 2018 - Jan 2020

Ashibetsu, Hokkaido, Japan

- Improved English language abilities through daily lessons and activities at two junior high schools.
- Often helped lead classes to engage students in their foreign language instruction.
- Helped two students receive second and third place in the English Speech Contest of Sorachi, Hokkaido in the first year. In the second year, one of the same students received first place.

### **English Teacher/Leader**

**5Star Eigo Gakudo**

Mar 2017 - Mar 2018

Anan, Tokushima, Japan

- Taught kids English every day after school before the parents picked them up after work.
- Managed lessons each day and geared them according to grade and difficulty level.
- Helped pioneer a new English learning curriculum and implement it at the Gakudo (Daycare).

### **Assistant Language Teacher (ALT)**

**A to Z Corporation**

Apr 2016 - Mar 2017

Matsumoto, Nagano, Japan

- Promoted international exchange through daily lessons at two junior high schools.
- Activities involve usage of grammar points and their applications.
- Helped two students receive first and fifth place in a speech contest.

### **Assistant Language Teacher (ALT)**

**Evergreen**

Apr 2015 - Mar 2016

Konan, Kochi, Japan

- Worked at three elementary schools and one junior high school each week.
- Taught grammar with fun learning activities and created new activities as well.
- Helped one English Club student receive first place and third place at two speech contests.

## ACCREDITATION and AWARD

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**Certificate in English Language Teaching** - License Number 100-13967 of teflexpress.co.uk - Jan, 2015

**Eagle Scout Award** - Boy Scouts of America, Troop 47, Westwood, NJ - August, 2007

## SKILLS

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**Microsoft Office** - Word, Excel, Powerpoint, Outlook

**Google Drive** - Docs, Sheets, Slides

## EDUCATION

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**Rutgers University**, New Brunswick, NJ

Bachelor's Degree in Linguistics, minor in German Literature

2014 Graduate