

Trevor Caruso

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EDUCATION

University of Michigan

B.S., Earth & Environmental Sciences; Minors in Oceanography and Ecology & Evolutionary Biology

Ann Arbor, MI

Aug 2024 – May 2027

Relevant Coursework: Geology, GIS, Geodetic Imaging, Python, Oceanography, Climate Science

Oakland Community College

Transfer Coursework; Member, Phi Theta Kappa Honor Society

Farmington Hills, MI

Jan 2023 – May 2024

EXPERIENCE

University of Michigan, Department of Chemistry

Administrative Assistant

Ann Arbor, MI

May 2025 – Present

- Manage supply and catering orders, data management, and document editing and retrieval for the department
- Handle donor correspondence and mail sorting; serve as first point of contact for visitors and students

University of Michigan, Motivation Lab (School of Kinesiology)

Research Assistant

Ann Arbor, MI

Aug 2024 – May 2025

- Supported a public health study on how connected health technology could improve patient outcomes and recovery
- Managed data collection and analysis; scheduled patient appointments and video calls to walk participants through the study
- Maintained patient confidentiality in accordance with research protocols

Apple

Technical Specialist

Troy, MI

Jul 2024 – Feb 2025

- Delivered sales, technical support, and product demos across Apple's full product line, including the Genius Bar and Vision Pro demo area
- Cross-trained across departments based on prior technical experience

NASA, L'Space Program

Mission Academy; Proposal Writing and Evaluation Experience

Remote

Sep 2023 – May 2024

- Completed two competitive NASA-affiliated undergraduate programs: simulated a full mission design lifecycle, and wrote and evaluated research proposals

EARLIER EXPERIENCE

Health Unit Coordinator, Corewell Health (2021–2024) — Served as communication link between nursing staff and patients' families; handled insurance intake, pre-surgical paperwork, and room scheduling

Executive Assistant, TransNav Groupe Plastivaloire (2019–2021) — Supported two executives with travel, calendar management, and correspondence; managed office operations and company meetings

Sales and Operations Manager, Best Buy (2016–2019) — Managed a team of 8 to 10 employees, overseeing training, HR, and performance metrics

Administrative and Multi-Channel Specialist, Best Buy (2010–2016) — Provided sales, technical support, and phone-based customer service across the entire store

SKILLS & ACTIVITIES

Technical: Python, GIS, Geodetic Imaging, AutoCAD, C++, SketchUp (in progress), Adobe Suite (in progress), Microsoft Office, Google Workspace, R (in progress), German (in progress), Proposal Writing, Seismic Surveying, Electrical Resistivity Tomography, Water Quality Testing

Activities: GeoClub, Oceanic Life Conservation Club, American Meteorological Society, University Philharmonic Band (clarinet), Phi Theta Kappa Honor Society