Alpha Epsilon Alpha Honor Society

Lambda Pi Eta Honor Society

Claver Award

Business Leadership Honors Program

Highly selective honors program accepting only fifteen students each year. Participated in specialized business curriculum, executive mentorship, networking opportunities, and consulting projects.

**Consulting Intern | Rice Cohen International, Media, PA**

*January 2023-Present*

* Gain an understanding of the entire executive search process.
* Cold call executives in the learning and human capital space about retained search opportunities.
* Complete various administrative tasks, including organizing in-bound and out-bound communications and maintaining search documents.

**Social Media Intern/Tour Guide | The University of Scranton**

*February 2022- May 2022*

* Creatively and efficiently marketed office services to thousands of students and alumni.
* Handled the Admissions social media accounts via Facebook, Instagram, Twitter, YouTube, and LinkedIn.
* Served as an advocate by assisting prospective students and families visiting the University.

**Telecounselor | The University of Scranton**

 *September 2021-December 2021*

* Positively marketed the institution to prospective students.
* Delegated phone call communications to appropriate channels.

**Merchandising** **| Cavan Carpets, Yardley, PA**

*June 2022-August 2022*

* Effectively managed merchandise and ensured that high quality control standards were met.
* Interacted professionally with sales associates at annual Surfaces Trade Show in Las Vegas.

**PRACTICAL EXPERIENCE**

Intramural Volleyball (*September 2021-Present*)

Marketing Society (*April 2021-Present)*

Habitat for Humanity *(March 2022*)

Domestic Service Trip to El Salvador *(March 2021)*

**CONTACT INFORMATION**

First & Last Name

**The University of Scranton, Scranton, PA**

Bachelor of Arts: Social Media Strategies

Anticipated Graduation: May 2024

Minors: Psychology and Business Leadership

Cumulative GPA: 3.96/4.00

**HONORS/AWARDS**

**EDUCATION**

**COMMUNITY SERVICE/ACTIVITIES**

 **Orientation Assistant**

 *December 2020-September 2021*

* Volunteered to properly assist over 1,000+ incoming students during their summer orientation.
* Led various activities and small groups during the summers and beginning of fall semesters.

**Spark Service Camp Counselor**

 *Summers 2018-2021*

* Oversaw the selection process of twenty camp counselors, conducted team meetings, and managed team during camp events.
* Led groups of 8-15 campers and planned engaging activities.

**Resident Assistant**

 *August 2021-Present*

* Oversee the wellbeing and safety of 30 residents.
* Network with fellow departments and organizations on campus to plan programming events.
* Advertise events to students on hall’s social media accounts.
* Respond to student crises and advocate for needs of residents.

**LEADERSHIP EXPERIENCE**

**Email**

Email address

**Phone**

555-555-5555

**Address**

Street address

City, State & Zip Code