

First Name, Last Name | Street Address, City, State & Zip Code | email address | phone number

EDUCATION

The University of Scranton, Scranton, PA

May 2019

- Master of Arts: Theology, GPA ___

The University of Scranton, Scranton, PA

May 2018

- Bachelor of Arts: Theology and Religious Studies, GPA__
- Minor: English, Concentration: Peace and Justice Studies

HONORS

Theta Alpha Kappa – National Honor Society in Theology and Religious Studies *April 2018 – Present*

Dean's Scholarship

August 2014 – May 2018

Dean's List – 5/8 semesters

WORK EXPERIENCE

The University of Scranton's Department of Theology/Religious Studies

August 2018 – Present

Graduate Assistant

- Work closely with the department's Director to critically think about the mission of the program
- Serve as a resource for professors and assist with grading papers and tests
- Effectively communicate with faculty and staff to ensure the department provides quality educational resources for undergraduate and graduate students
- Provide open office hours to help undergraduate and graduate students with their theology studies

The University of Scranton's Campus Ministries Office

August 2016 – May 2018

Work Study

- Helped the Executive Director to assess student evaluations of office programming
- Assisted staff members with tasks pertaining to office events, retreats, and service trips
- Utilized organizational skills through helping staff with day-to-day office tasks

Immaculate Conception Parish, Scranton, PA

August 2013 – January 2018

Sacristan

- Supported pastoral staff in preparing for daily and weekly Masses
- Organized Mass materials and regularly kept track of sacristy supplies
- Altar served for weekly Sunday masses

VOLUNTEER ACTIVITIES

Relay for Life

January 2015 – April 2018

- Coordinated and organized annual event by working with a team to plan event and solicit donations

The University of Scranton Campus Ministries' Retreats Program

September 2015 – February 2018

- Participated in a number of retreats, including a week-long retreat to Death Valley National Park

Make-A-Wish Foundation

February 2016 – December 2017

- Served as a club member and helped coordinate services to the foundation's benefactors

International Service Program trip to El Salvador

- Worked with CRISPAZ for ten-day immersion service experience

June 2016

Immaculate Conception Parish Summer Camp

Summer 2011 – Summer 2014

- Served as a leader for Christian summer camp for elementary school children