

WORK HISTORY

Joey's Pizza & Pasta, Beach Haven, NJ

Hostess/Waitress (June-August, 2006-2011)

- Identified and addressed customers' needs in a timely and orderly manner
- Tended to dissatisfied customers to clarify and resolve problems
- Kept personal station and restaurant environment clean and fully supplied
- Demonstrated a positive, friendly disposition in communicating with customers
- Trained nine new employees in an effective manner that allowed for quick orientation

Hackettstown Pool, Hackettstown, NJ

Lifeguard (June-August 2005)

- Demonstrated leadership by enforcing established rules and regulations
- Consistently directed guests who did not follow rules to adhere to policies
- Kept environment clean and free of obstructions potentially harmful to guests
- Effectively completed weekly scheduling and data processing tasks
- Supervised weekly meetings with fellow employees to set and review weekly goals

J&C Construction, Long Valley, NJ

Construction Worker (June-August, 2008-2009)

- Operated machinery in a safe and orderly manner to achieve maximum results
- Developed communication system with fellow workers ensuring safety in the workplace
- Designed multiple projects successfully
- Maintained a persistent, driven attitude daily to complete various tasks
- Promoted to a higher salary after two months on the job
- Developed and implemented an effective dispatch system to working crews

The University of Scranton Office of Career Services, Scranton, PA

Work Study Student (August 2008-present)

- Handle telephone calls and scheduled appointments for five professional staff members
- Interact professionally with students, faculty, and employers
- Aid in the planning of office events such as dining etiquette and carnival

Rainbow Camp, Scranton, PA

Camp Counselor (June-August 2011)

- Supervised ten five year-old children while engaging them in various daily activities
- Supported coworkers in implementing rules and regulations of camp
- Communicated constantly with coworkers to ensure safety of campers
- Observed counseling appointments between parents and staff
- Co-created and carried out daily activities and programs for children
- Used communication and problem solving skills to assess children's needs and provide guidance

Target, Dickson City, PA

Sales Associate/Cashier (September 2011-present)

- Efficiently and accurately handle sale, return, and exchange transactions
- Use communication and problem solving skills to meet customers' needs
- Work as a team member to meet sales goals

Twist & Shout Ice Cream Shop, Scranton, PA

Server (May-September 2010-present)

- Efficiently serve ice cream, burgers, and other menu items to walk-up customers
- Assist manager with duties of opening and closing shop
- Accurately manage cash register transactions up to \$1,000.⁰⁰