

OBJECTIVE

To obtain an entry-level position that will enable me to showcase my strong work ethic and assist me in gaining relevant future career experience and skills

SKILLS

- Organized
- Conscientious
- Passionate
- Willingness to take initiative

EDUCATION

CURRENT STUDENT • THE OHIO STATE UNIVERSITY

GPA: 3.9 - Health Sciences Scholar

HIGH SCHOOL • SAINT URSULA ACADEMY (2014-2018)

WORKING EXPERIENCE

The Center for Balance and Dizziness (May – August 2019)

- Answered phone calls, sent and received faxes, scheduled patients
- Performed basic secretary and office assistant duties

Sloopy's Diner (Fall 2018 - present)

- Hosted restaurant and manages customers during wait and serving periods
- Acted as cashier in dessert shop, prepared desserts, and rung out customers

Nannying (Summer 2018)

- Provided childcare for three children ages 12, 4, and 18 months
- Planned and organized a variety of activities including crafts and games

LDM Worldwide Productions/NBA (Summer 2018)

- Worked as an assistant to the camera and footage editing crews during multiple NBA games

Ramundo's Pizzeria (Spring 2017 – Fall 2017)

- Served as a cashier with general customer service responsibilities including answering phones, serving food, and bussing tables

Coldstream Country Club (Summers of 2015, 2016, 2017)

- Ensured a quality experience by providing excellent customer service to all patrons
- Duties included serving, bussing, and general food preparation

VOLUNTEER

Math Tutor at Graham Elementary Middle School (Fall 2018 - present)

- Tutored grades 6-7 in math and mentored a select group of students
- Aided teacher in basic classroom tasks

OSU Pen Pals (Fall 2018 – present)

- Wrote and mentored a 3rd grader in an inner-city school biweekly