

EDUCATION

Millersville University - *Millersville, PA.*

Bachelor of Arts in English, Writing Studies

Minor in Government and Political Affairs

Departmental Honors Thesis

GPA 3.4

EXPERIENCE

Miller's Ale House - *Host*, January 2019 - Lancaster, PA.

- Greeted guests and escorted them to their table.
- Managed a waitlist, taking down guest information.
- Managed seating rotation and time in order to prevent servers and kitchen staff becoming overwhelmed.

Millersville University Writing Center - *Tutor*, September 2017 - December 2018. Millersville, PA.

- Tutored students in all aspects of writing including grammar, formatting, organization, conciseness, and content.
- Evaluated the strengths and weaknesses of the student's writing to personalize the tutoring session.
- Recorded tutoring sessions in an online database.

Universal Health Services, Inc. - *Human Resources Intern*, May 2018 - August 2018. King of Prussia, PA.

- Updated over 100 Indeed.com company pages for behavioral and acute hospitals with graphics and relevant, location-specific information.
- Communicated with hospital representatives around the country via phone and email. Assisted in the implementation of a new applicant tracking system.
- Created written communication to explain corporate projects to employees in the field.

Downingtown Country Club - *Beverage Cart Server, Snack Bar Clerk*, June 2016 - August 2017. Downingtown, PA.

- Provided exceptional customer service by developing and maintaining rapport with clients.
- Served golfers beverages and snacks, handled cash, operated register, and monitored inventory.

SKILLS AND QUALIFICATIONS

- Microsoft Word and PowerPoint
- Versatile Writing Skills
- Social Media (Facebook, Instagram, Twitter)
- Google Docs.
- Editing
- Quick Learner
- Organized
- Critical Thinker