

RESUME Examples

Samuel A. Smith

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EDUCATION:

Penn State Erie, The Behrend College
Marketing, Bachelor of Science
Dean's List Spring 2023-Spring 2025

Graduation: May 2025
GPA 3.86

SIGNIFICANT COURSEWORK

Consumer Behavior, Global Marketing, Services Marketing, Strategic Management, Business/Technical Writing

SALES AND MARKETING EXPERIENCE

LORD Corporation-Cary, NC

Pricing Analyst

May 2024-Aug. 2024

- Developed and facilitated market research process training for seasoned Account Managers in Automotive Sales
- Created training materials for value-added pricing methodology for use by all levels of the corporation
- Performed pricing analysis of life-limited, specialized aerospace cores to increase profits by an estimated \$100K
- Recommended a price increase strategy, which is expected to generate \$2.5 million in additional revenue

GE Transportation-Erie, PA

Marketing Communications Intern

Feb. 2024-May 2024

- Streamlined tradeshow process from 15-20 man hours to approximately 2 man hours
- Educated internal and external audiences on the NPS (Net Promoter Score) Communications Program
- Communicated with outside vendors and agencies for sourcing and purchasing MarCom materials
- Promoted GE during the 2015 Annual Meeting of Shareowners

Market Response Assistant

Apr. 2023-Feb. 2024

- Provided timely cost, delivery, and customer spec review for remanufactured and major new locomotive components by working in conjunction with manufacturing repair sites, proposal leaders, sourcing, and engineers
- Created and maintained market response database for proposal tracking
- Assisted with delivery of marketing proposal responses, which resulted in \$35.4 million in sales revenue

MARKETING PROJECTS

Marketing Research Student Satisfaction Survey Project

- Created and tested survey questions; used sampling techniques for data collection and SPSS for analysis
- Derived conclusions from results and presented to class, including recommendations to increase satisfaction

University-Sponsored Small Business Consulting

- Identified potential market segments to increase sales and grow business for Pulos Greek Sauce
- Suggested to company owner possible product development strategies to penetrate new markets

Marketing Scenarios Team Project

- Marketed fictional product to specific target market by tailoring product features to fit needs of target market
- Made decisions stating and defending reasons to alter product features to changing needs of target market
- Learned valuable marketing lessons while competing within the class, finished second of eight teams

TECHNICAL SKILLS:

SAP, Oracle, Vendavo, Business Warehouse, Excel, Visio, Access, PowerPoint, Outlook, Word

ACTIVITIES AND AWARDS:

Sigma Xi Research Conference-First place for market research project

Spring 2014

Penn State Behrend Athletics-Recorded official NCAA statistics for athletic department

Fall 2023-Spring 2023

Paws for Reading-Volunteer reading to urban elementary students

Spring 2024-Present

Steven A. Champlin

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EDUCATION

Penn State Erie, The Behrend College
Bachelor of Science in Management Information Systems

Graduation: May 2025
GPA 3.35

PROFESSIONAL IT EXPERIENCE

GE Transportation | Erie, PA

August 2024-Present

Non-Disclosure Agreement (NDA) Wizard

- Assisted in design and programming of a web-based application to generate legal documents
- Aided in creating the database for the application by utilizing ASP and SQL during creation

Third Party Agreement (TPA) Matrix

- Led development of ASP web application to track legal documents
- Facilitated meetings with customers to gather requirements
- Created the database for the application, and developed the ASP web application

Mexico T&L

- Led development of a Support Central tool to keep track of T&L expenses for Contractors in Mexico
- Met with clients from Mexico via teleconferences to gather requirements, and created the T&L form

RESEARCH EXPERIENCE

Undergraduate Research Assistant | Penn State Erie

August 2023-December 2023

- Worked on an interdisciplinary team to design and create interactive games to assist in the improvement of spatial visualization skills in engineering students
- Problem-solved to develop activities such as mental rotation to strengthen specific spatial visualization skills

LEADERSHIP EXPERIENCE

MIS Club, Secretary

May 2024-Present

- Created opportunities for students to broaden their knowledge in the field of MIS
- Networked with current MIS professionals in the Erie Area

Gamers Club, Vice President

January 2023- January 2024

- Helped allow students to participate in a positive gaming experience
- Assisted in sponsoring video game and board game tournaments

Boy Scouts of America, Eagle Scout

August 2022-December 2022

- Created work plan and organized 40 volunteers
- Ensured quality and safety of Camp Notre Dame bridge

TECHNICAL SKILLS

Software: SQL Server, Excel, Access, PowerPoint, Word, Visio, Photoshop, Dreamweaver

Languages: SQL, VB.NET, ASP.NET, ASP, C++

ADDITIONAL WORK EXPERIENCE

Concession Cashier, Tinseltown, Erie, PA

January 2021-May 2021

Prep Cook, Damon's Restaurant, Erie, PA

August 2020- December 2020

Busser, Damon's Restaurant, Erie, PA

January 2020-May 2020

Alexander R. Smith-Chappel

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EDUCATION

The Pennsylvania State University, Erie, PA

Graduation: May 2025

Bachelor of Science in Computer Science

Minor in Management Information Systems

GPA: 3.64

Clarion University, Clarion, PA

Aug. 2022-May 2023

Computer Engineering and General Education courses

ACADEMIC PROJECTS

Bank Account System Project

- Developed program using MATLAB for bank operation that involved new customer account creation, deposits and withdrawals, check balances, and a record of all functions in files
- Created functions and subfunctions, wrote loops, and diagnosed problem areas

Data Structures and Algorithms Project

- Analyzed efficiency and implementation of common algorithms

Voting Program Project

- Designed and implemented voting program for local school district elections using Visual C++

TECHNICAL INTERNSHIP EXPERIENCE

Double Click Systems, Intern, Saint Mary's, PA,

Summers 2023-2025

- Gained experience with commercial and industrial computer systems
- Completed advanced component hardware repair and software installations
- Increased expertise in network protocols, including wireless

AWARDS AND ACTIVITIES

Game Development Club, Participant | Penn State Behrend

Aug. 2023-Present

- Competed in 48-hour gaming marathon that raised money for children's health
- Raised \$550 for Saint Vincent Health System through Children's Miracle Network
- Toured hospital facility to see firsthand how the money raised will help patients

St. Mary's Baseball Team, Athlete | St. Mary's, PA

Feb. 2019-June 2020

- Three varsity letters, 2014 Spirit and Hustle award
- Two-time All Star for Pennsylvania American Legion

Martial Arts Academy, Qualified Instructor | St. Mary's, PA

Jan. 2020-June 2020

- Earned Black Belt after 8 years of training at Ryukyu Hon Kenpo-Kobujutsu Academy

Community Leadership Team, Project Manager | St. Mary's, PA

June 2021-June 2022

- Managed project of remodeling Saint Mary's Area HS Sports Complex

ADDITIONAL WORK EXPERIENCE

A-One Painting and Sandblasting, Contractor's Assistant | Saint Mary's, PA

Summers 2021-2022

SOFTWARE SKILLS

C++ (advanced), MATLAB (advanced), Xilinx (beginner), AutoCAD (intermediate)

Access (intermediate), Dreamweaver (intermediate), Excel (advanced), Photoshop (intermediate)

Danielle Commons

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EDUCATION

The Pennsylvania State University, Erie, PA

May 2025

Bachelor of Fine Arts in Creative Writing, concentration in Literature and Theatre

Dean's List (Spring 22, Fall 23, Spring 23)

GPA: 3.47

High Achievement Award by Association of Black Collegians

PROFFESIONAL WRITING EXPERIENCE

Assistant Editor, Lake Effect, Erie, PA

September 2024- Present

- Evaluate poetry, fiction, and non-fiction submissions for publication
- Determine clarity, impact of message, and aesthetics of language
- Proofread final copies for any minor errors
- Solicit and correspond with writers to derive more effective work

Editor-in-Chief, Roundtable Society, Erie, PA

September 2023-Present

- Assessing and publishing work submitted to *RS Review* (Undergraduate Literary Magazine)
- Corresponding with sponsors for the Undergraduate Literary Magazine
- Planning, organizing, and hosting Open Mic-Nights and Writer's Sessions
- Promoting and advertising events seasonally

Contributing Writer, Behrend Beacon, Erie, PA

September 2023- Present

- Periodically researching and writing articles, conducting interviews, and editing content
- Assisting with the layouts of the newspaper

Copy Editor, Children's Services of Roxbury, Boston, MA

May 2023 to August 2023

- Assisted in creatively improving the corporate website and newsletters
- Proofread brochures and promotional flyers to reflect accuracy and consistency
- Built and maintained excellent relationships with involved families

LEGAL EXPERIENCE

Executive Assistant, Law Firm of Susan K. Howards, Brookline, MA May 2015 to December 2015

- Organized and proofread criminal cases, maintained electronic databases, and prepared legal briefs
- Corresponded with clients and sustained excellent relationships

LEADERSHIP EXPERIENCE

Assistant Director, Director's Circle Theatre, Erie, PA

January 2023 to May 2023

- Surveyed blocking and any script changes
- Assisted the director in managing rehearsals
- Managed prop placement, including pre-set before performances

President, Perry Hall Council, Erie, PA

September 2022 to May 2023

- Planned and organized Perry Hall social events
- Established new and innovative creative projects to engage new residents and build community
- Wrote and monitored Student Government funding proposals, resulting in \$2500 of grants received

VOLUNTEER EXPERIENCE

Samaritans of Boston, Shopping Program for the Elderly, PEPP Tutoring

TECHNICAL SKILLS

Languages: English (fluent), French (fluent), Hindi and Latin (advanced)

Computer: Microsoft Word, Excel, PowerPoint, Outlook; Adobe PageMaker, InDesign, Photoshop

Alex Turnbull

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EDUCATION

The Pennsylvania State University – Erie, PA
Bachelor of Arts in Psychology
Certificate in Behavioral Health Counseling Psychology

Graduation: 05/25

GPA: 3.35

HUMAN SERVICES EXPERIENCE

Mentor, Big Brothers Big Sisters

05/24 – Present

- Serve as a role model to four local children from single parent families
- Support children by providing positive social and recreational rapport-building opportunities

Youth Mentor, Penn State Educational Partnership Program (PEPP)

01/24- 04/24

- Supported at-risk students at Wayne Elementary School by providing academic tutoring within a structured setting twice per week
- Discussed ways to improve student development and behavior through positive relationships

CUSTOMER SERVICE EXPERIENCE

Sales Clerk, Giant Eagle, Erie, PA

08/23-12/23

- Provide customers with outstanding service and assist with purchases
- Assist management in organizing and monitoring inventories for three separate departments

Sales Associate, Dick's Sporting Goods, Erie, PA

01/23 – 06/23

- Collaborated with department managers to complete plan-o-gram product set up
- Reduced waste and shrinkage by 5% in three months by increasing inventory tracking
- Set and exceeded daily and weekly sales goals for department

RESEARCH EXPERIENCE

Presenter, International Congress of Psychology Conference

09/22

- Presented *Personality Factors Contributing to Bullying within Middle School Students* to an international audience within South Africa

Researcher, Independent Study

08/23 – 05/24

- Conducted research on personality factors and forms of bullying within middle school and high school students to measure the effects of bullying and social interactions
- Presented at Western Pennsylvania Sigma Xi Research Conference

ACTIVITIES / CERTIFICATIONS / CLEARANCES

Psi Chi National Honor Society

08/23 – Present

CPR Certification

12/24

First Aid Certification

12/24

Act 33/34 Clearances

10/24

SOFTWARE SKILLS

SPSS; Microsoft Excel, PowerPoint, Word, Access; Adobe Photoshop

BRANDON A. GLENHILL

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EDUCATION

The Pennsylvania State University, Erie, PA
Bachelor of Science in Biology
Minor in Chemistry

Graduation: 5/2024

BIOLOGY PROFESSIONAL EXPERIENCE

Biology Intern, PA Department of Environmental Protection, Erie, PA

5/2024 - Present

- Assisted biology faculty at Penn State in assessing the abundance, levels, and growth in density of invasive species in regional waterways
- Collected data and assisted with study and removal of invasive species
- Conducted extensive research and generated reports; presented findings to department research team and at regional staff training program

RESEARCH EXPERIENCE

Research Project, Penn State Behrend, Erie, PA

9/2023 to 5/2024

- Studied on the effectiveness of antimicrobial coating on handrails around campus
- Collected samples weekly to test microbial and silver concentrations on each handrail
- Produced recommendations outlining the effectiveness for potential use in the future

ACTIVITIES AND COMMUNITY INVOLVMENT

Biology Club, Member, President

Member: 2023 to Present/ President: 2024 to Present

- Run meetings and delegate responsibilities to other members, when needed
- Supervise members to ensure delegated tasks and projects are completed according to specification

Greener Behrend Club, Member

9/2022 to Present

- Plan and organize events to educate students on sustainability issues within the campus
- Implement strategies to encourage campus participation in ecological sustainability

Habitat for Humanity, Volunteer

9/2024 to Present

- Serve as a volunteer teacher for educational programs within Youth Activities
- Volunteer on the construction team for projects around the Erie community

Brevellier Village, Activities and Programming Aide, Erie, PA

6/2021 to 6/2022

TECHNICAL SKILLS

Scanning Electron Microscope

Field Collection

Gas Chromatography

Polymerase Chain Reaction (PCR)

DNA Sequencing

Tissue Culture Techniques

Microbiological Culturing

Autoradiography

Fluorescent Staining

SOFTWARE SKILLS

SAS, MATHCAD, Front Page, HTML, Excel, Access, PowerPoint, Publisher

OTHER EXPERIENCE

Fairview High School, Lifeguard, Erie, PA

9/2020 to 6/2021

Kwik Fill Minimart, Clerk, Erie, PA

6/2021 to 9/2021

CHEYENNE JUNKER

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EDUCATION

Bachelor of Arts--Penn State Erie, The Behrend College

May 2025

General Arts and Sciences, Social and Behavioral Sciences Focus

General Business, Associate of Science--Penn State Erie, The Behrend College

May 2024

Math and Accounting Coursework--Community College of Allegheny County

Fall 2023 to Spring 2024

BUSINESS EXPERIENCE:

Admissions Assistant

Penn State Erie, The Behrend College, Erie, PA

Sep. 2024 to Present

- Assist financial aid and admissions counselors, students, and parents with proper procedures
- Interact skillfully with parents and students when discussing personal financial concerns
- Organize major mailing and recruitment projects efficiently, before deadlines and without errors

Production Secretary

Lord Corporation (Adecco Temp), Erie, PA

Jul. 2024 to May 2024

- Worked extensively with Word, Excel, Access, PowerPoint, Outlook and Mainframe systems
- Had organizational responsibilities for over 200 employees
- Purchased supplies after soliciting competing bids
- Matched invoices with packing slips and reconciled credit card purchases

Rover

Eriez Magnetics (Adecco Temp), Erie, PA

Oct. 2022 to May 2024

- Completed special projects for engineering and human resources departments
- Performed secretarial support in engineering, including data entry and reports
- Provided vacation or sick leave relief and served as switchboard and mailroom back up

Construction and Accounting Coordinator

Patterson-Erie Corporation, Erie, PA

Feb. 2022 to Sep. 2022

- Maintained completely the accounting records for 6 Burger King Restaurants
- Coordinated and set maintenance priorities for 39 Burger King Restaurants
- Facilitated communications with vendors and purchasing departments
- Assisted with the purchase process for new equipment and contracts for construction
- Verified delivery dates and times for equipment purchases
- Traveled to store to verify equipment received for new and remodeled restaurants

Switchboard Operator/Mailroom Clerk

Patterson-Erie Corporation, Erie, PA

Jul. 2021 to Feb. 2022

- Conducted parts inspection with customer and government specifications
- Provided administrative support to multiple departments

ACTIVITIES AND HONORS:

- Penn State Behrend Dean's List (4 semesters)
- President, Behrend Returning Adult Student Organization
- Joseph H. De Frees Scholarship Award
- Volunteer, Erie Planetarium
- Den Leader, Pack 79 Cub Scout

MICHAEL PERRY

12 East 38th Street, Erie, PA 16543 | (724) 555-5432 | mxp123@psu.edu | 123 Frederick Road | LinkedIn

EDUCATION

Bachelor of Science in Mechanical Engineering Technology

Penn State Erie, The Behrend College

GPA: 3.10

Graduation: 12/25

RELEVANT COURSEWORK

Calculus with Diff. Equations, Project Management, Statics, Dynamics, Finite Element Analysis, Thermodynamics, Physics, Chemistry

TECHNICAL EXPERIENCE

Engineering Senior Design, Allegheny Plastics, Leetsdale, PA

8/24 - Present

Studied engineering problems identified by industrial sponsor; projects included:

- Introduced and engineered a thermo former meeting sponsor specifications
- Reverse-engineered and tested a low-pressure and high-volume pump
- Created and tested a fully parametric Spray Rinse Tank Model on Pro/Engineer

Engineering Internship, Allegheny Plastics, Leetsdale, PA

5/24 - 8/24

Combined design and manufacturing internship, accomplishments included:

- Worked with Senior Engineer to design Polypropylene Batch Pickling Plant tanks on AutoCAD and fully documented the design process
- Communicated with shop employees to resolve problems encountered during assembly

ACADEMIC PROJECT

Design Project, Penn State Behrend, Erie, PA

9/23 - 5/24

In conjunction with professional engineers and Penn State engineering faculty:

- Designed and tested improvements to The Miller Manhandler man-rated work winch
- Conducted stress analysis using Finite Element Analysis
- Redesigned parts, selected materials, and prototyped design

ACHIEVEMENTS AND ACTIVITIES

- Harding CNC lathe operator's hands-on training course
- American Society of Mechanical Engineers, Secretary of student chapter
- Society of Manufacturing Engineers, Chapter 8 Bulletin Editor
- Financed college by working 25 hours weekly during each semester

OTHER EXPERIENCE

Salesman, Dick's Sporting Goods, Erie and Cranberry, PA

10/23 - Present

Produce Clerk, T-Bones, Wexford, PA

7/22 - 10/23

TECHNICAL SKILLS

PRO / ENGINEER

AutoCAD

Word

UNIX

Visio

Excel

Project

PowerPoint

Access

Ansys

Erica L. Nick

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EDUCATION

Plastics Engineering Technology, Bachelor of Science
Penn State Erie, The Behrend College
Dean's List

GPA 3.30
Graduation 12/25
Spring and Fall 2024

DESIGN AND PROCESSING EXPERIENCE

Engineering Internship; Zurn Industries, Commerce, TX

5/24 – 8/24

- Developed lean manufacturing tools and information boards for extrusion department
- Determined alternative uses for scrap PEX material, presented findings to managers
- Designed alignment system for online gauge
- Assisted with improvements for film wrapping of finished coils
- Improved training aides and manuals for extrusion recoil equipment
- Established safety guidelines for extrusion operators and conducted training

Senior Design Project; Penn State Behrend, Erie, PA

8/23 – 5/24

- Researched the performance of plastics exposed to ultraviolet radiation
- Designed and conducted experiment, analyzed data and authored report
- Presented “Investigating How Stress Will Affect the Weatherability of Plastic Materials” at ANTEC 2015 to audience of over 75 attendees

TEACHING AND RESEARCH EXPERIENCE

Injection Molding Workshop Presenter; Penn State Behrend, Erie, PA

1/23 – 5/23

- Taught fundamentals of injection molding processing techniques
- Presented training seminars, created a hands-on learning environment

Teaching Assistant; Penn State Behrend, Erie, PA

8/22 – 5/23

- Assisted in teaching Plastic Processing and Statistical Methods
- Prepared lab equipment and instructed students in proper use

Researcher and Grant Writer; Penn State Behrend, Erie, PA

8/21 – 12/21

- Prepared detailed information on multiple testing methods for plastic
- Compiled information into a PowerPoint and presented to faculty committee
- Researched Thermoformers and companies in search of a machine
- Prepared grants to begin a thermoforming elective
- Recipient of SPE Foundation/Thermoforming Division grant

ACTIVITIES

Thermoforming Conference, Milwaukee, Wisconsin, Attendee

4/21

Society of Plastic Engineers (SPE), President

5/21 – 5/22

Society of Women Engineers (SWE), Secretary

8/22 – 5/23

Venango Chamber Orchestra, Tuba Player

8/20 – 8/21

TECHNICAL SKILLS

FEA ANSYS MoldFlow

Project

Pro Mechanica

PowerPoint/Word

Excel/Access

Pro Engineer Wildfire

Jessica Yahn

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EDUCATION

Penn State Erie, The Behrend College
Bachelor of Arts in Childhood and Early Adolescent Education
Minor in Special Education

Graduation: May 2024
GPA: 3.58

Certification: Pennsylvania Preschool – Grade 4 Elementary Teaching Certificate

TEACHING EXPERIENCE:

Student Teacher

Hubbard Elementary School, Chicago, IL

Spring 2023

- Designed and implemented lesson plans for third and fourth grade classes using differentiated instruction
- Used mathematics software to introduce geometry and basic algebra to classes of 15-20 students
- Motivated students to enjoy math by inviting speakers to class who use math in their careers
- Assessed students' progress daily in math concepts
- Utilized Microsoft Excel spreadsheet software to record grades

Teaching Practicum

Wattsburg Elementary School, Erie County, PA

Fall 2022

- Designed and implemented developmentally appropriate activities for first grade students
- Included opportunities to increase vocabulary as well as concrete math activities

Assistant Teacher

Migrant Education Program, Brown City, IN

Summers 2022 & 2023

- Taught arithmetic, reading, and physical education to bilingual students in groups of 10-20
- Provided basic computer instruction and utilized software for remedial education

Classroom Aide

YMCA Preschool, Erie County, PA

Fall 2021

- Constructed classroom activities for language development and concrete math manipulatives

LEADERSHIP EXPERIENCE:

Tutor

Boys & Girls Club, Erie, PA

October 2022-Present

- Volunteered to assist in the implementation of the "Math is Fun" Program for troubled youths
- Organized annual mathematics Olympics in a team with 8 professionals
- Coached second through fourth graders in math concepts using concrete materials

Summer Camp Coordinator

Math in the Park: Chicago Inner city Education Society, Chicago, IL

Summer 2021

- Developed daily curriculum for math camp
- Implemented camp program with over 100 children (ages 6-12)

COMPUTER & LANGUAGE SKILLS:

- Mathematics software: Geometer's Sketchpad, Geometric Supposer, Logo and Derive
- Microsoft Office Suite, Prezi, Dreamweaver
- Conversational knowledge of Spanish

Amanda L. Benson

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EDUCATION

The Pennsylvania State University, Erie, PA
Bachelor of Science in Nursing

Graduation: May 2023
GPA: 2.99

CLINICAL EXPERIENCE

Pediatric	Intensive Care	Critical Care
Orthopedic	Pediatric Mental Health	Medical Surgical
Cardiovascular Intensive Care	Adult Mental Health	Oncology
Neurological	Emergency Department	Geriatric
Cardiac Rehabilitation	Surgical	Obstetric

- Completed rotations at Saint Vincent, Millcreek Community, and UPMC Hamot hospitals
- Conducted nursing assessments with appropriate documentation on assigned patients
- Administered medications to assigned patients and monitored progress
- Provided patient education and self-care demonstrations
- Exceeded expectations in professionalism by balancing care and efficiency

CERTIFICATIONS

NCLEX	6/22
Advance Cardiac Life Support	4/22
Basic Life Support	9/21

LEADERSHIP EXPERIENCE

Reality Check (Volunteer and Service Learning)

- President 8/20-05/21
- Vice President 8/19-08/20

CAMPUS INVOLVEMENT

Joys of Nursing Club	8/20-Present
Protestant Campus Ministries	8/19-Present
Trigon	9/19-Present

COMMUNITY INVOLVEMENT

Habitat for Humanity, Volunteer, Erie, PA	9/19-Present
AMBA Blood Screening, Volunteer, Corry, PA	4/18,4/19
30-Hour Famine, Fundraising Volunteer, Erie, PA	2/18, 2/19
Presbyterian Disaster Assistance, Volunteer, Gulfport, MS	3/18

ADDITIONAL EXPERIENCE

Augie's Pizza, Food Service Employee, Corry, PA	7/19-Present
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