

# MICHAEL BRANT

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Havertown, PA 19083  
610.555.2222 | mt\_brant@knights.neumann.edu

## EDUCATION

Neumann University

Aston, PA

**Bachelor of Science in Sport Management**

Expected Graduation May 2027

- GPA: 3.6
- Dean's Honor List; Presidential Scholarship

Haverford High School

Havertown, PA

Diploma

June 2023

## WORK EXPERIENCE

*Server*

February 2022-Present

**Barnaby's of America Sports Bar**

Havertown, PA

- Commended by management for willingness to regularly work additional shifts
- Provide efficient service that allows for rapid table turnover in busy restaurant
- Maintain current knowledge of menu items and specials to address customer inquiries

*Landscaper Assistant*

Summers 2021-2022

**Shields Landscaping**

Springfield, PA

- Noted for perfect attendance record at all scheduled job sites
- Mowed lawns, pruned bushes, mulched and cleaned sites of all debris
- Collaborated with team members to rotate through various responsibilities

## SKILLS

Language: Intermediate level in Spanish

## ATHLETICS

Varsity Ice Hockey

2022-Present

- Commit 20 hours per week to practice and games in season

Ice Hockey (Team Captain, 2022-2023)

2020-2023

## ACTIVITIES

Sport Careers Club

October 2022-Present

## COMMUNITY ENGAGEMENT

Mission and Ministry RISES Retreat

Spring 2022

- Engaged in activities to enhance and build the community
- Participated in small group discussions and reflected on personal values

# Cara Thompson

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Philadelphia, PA 19136 • 215-331-4827 • cthompson@gmail.com

## Education

Neumann University

Aston, PA

**Bachelor of Arts in Psychology**

Expected Graduation May 2025

GPA: 3.5

**Relevant Coursework:** Trauma and Crisis Intervention, Developmental Psychopathology, Psychology of Gender

## Work Experience

Rocky Run YMCA

Media, PA

**Child Care Assistant**

May 2023-Present

- Support teachers in after-school program for 20 children in 4<sup>th</sup> to 6<sup>th</sup> grades
- Provide assistance and aid with homework and school projects
- Engage children in recreational activities with attention to safety, conflict resolution and modeling of good sportsmanship

Northeast Family YMCA

Philadelphia, PA

**Camp Counselor**

Summers 2020-2023

- Created and implemented a weekly schedule of activities for youth ages 6 to 9 years
- Organized and led a variety of small and large group recreational and educational activities
- Communicated with parents about participants' experiences and reported concerns to camp leadership

## Certifications and Skills

CPR and First Aid Certification

Computer: Microsoft Suite; Social Media: Twitter, Tik Tok and Instagram

## Activities

Psychology Club, Vice President, September 2021- Present

Black Student Union, Member, May 2022-Present

## Volunteer Experience

The March of Dimes Foundation

October 2022-Present

- Recruit and organize a team of volunteers to participate in yearly "March for Babies" walks

Mission and Ministry Search Retreat

Spring 2020

- Selected among peers to participate in retreat that examines relationships
- Completed a variety of self-reflective exercises and discussions
- Prepared and presented a talk on a special topic area related to retreat

# MICHELLE LAVERY

Philadelphia, PA 19148 • 267-555-2222 • mm\_lavery@knights.neumann.edu

## EDUCATION

Neumann University  
Bachelor of Arts

**Dual Major: Criminal Justice and Political Science**  
Cumulative **GPA: 3.7**

Aston, PA  
Anticipated Graduation December 2026

## LEADERSHIP EXPERIENCE

**Office of Residence Life, Neumann University**

*Resident Assistant*

Aston, PA  
August 2022-May 2023

- Supervised residence hall of 24 freshman undergraduate students
- Responded to emergency and crisis situations, reporting occurrences immediately to the Hall Director or first available senior staff member
- Managed various administrative duties including maintenance requests, incident reports, and room transfers
- Created, planned, and implemented educational, social, and recreational programs for residents
- Advised peers on personal, academic, and career concerns

## WORK EXPERIENCE

**Cescaphe Ballroom Event Group**

*Server*

Philadelphia, PA  
June 2023- Present

- Maintain extensive knowledge of menu items, including daily specials, to address customer questions or concerns
- Provide prompt food and beverage service to patrons; prepare and serve specialty dishes tableside
- Guarantee positive customer experience by quick resolution of any customer concerns

**Career and Professional Development Office, Neumann University**

*Office Assistant*

Aston, PA  
June 2021- Dec 2021

- Provided assistance to four staff members
- Utilized online software application to enter internship and job postings received from employers
- Updated online job posting system to ensure accuracy of employer records
- Answered phones and scheduled student appointments
- Performed general clerical duties such as copying, filing, and distribution of mail

## COMMUNITY ENGAGEMENT

**Mission and Ministry Retreat**

*Group Leader*

Aston, PA  
May 2022

- Chosen as one of six group leaders to guide 20-25 students through engaging activities and reflections
- Collaborated with mission of ministry staff and other leaders to develop programming for students

## HONORS and ACTIVITIES

- Jazz Band
- Dance Team
- Active Minds

# Patrick Sharp

Broomall, PA • LinkedIn  
484-408-2170 • Patrick.Sharp@gmail.com

## EDUCATION

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Neumann University

Aston, PA

**Bachelor of Science in Business Administration**

May 2023

*Minor: Accounting*

- **GPA: 3.8** VPAA Honor Roll Omicron Delta Kappa, National Leadership Honors Society
- **Study Abroad:** St. Mary's University, London, England

## PROFESSIONAL EXPERIENCE

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**Teller, TD Bank, Media, PA**

June 2022 – Present

- Process transactions for customers including withdrawals, deposits, check cashing, processing sales of gift cards and receipt of loan payments
- Balance ATMs and Teller Cash Dispensers/Teller Cash Recyclers as necessary
- Adhere to safe deposit box procedures and guidelines
- Generally resolve problems independently, escalating more difficult issues to supervisors
- Promote positive customer relationships by providing outstanding customer service

**Business Management Intern, XYZ Company, Philadelphia, PA**

Aug. 2021-Dec. 2021

- Rotated through various business units
- Attended meetings with prospects, clients and vendors
- Assisted in preparing presentations and proposals
- Contributed original ideas for contests/campaigns
- Provided support for onsite event management

## LEADERSHIP DEVELOPMENT

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The Institute for Student Leadership Formation, Neumann University

- Attend Leadership Conferences on topics such as Emotional Intelligence, Leadership for the Business World and Civility in Discourse
- Follow-up work throughout the academic semester to apply learning from concepts presented at conference Mission and Ministry Senior Retreat
- Engaged in reflecting exercises about past and current experiences and how they align with the University's mission and values
- Developed a life graph and set goals to achieve at remaining time at Neumann and beyond

## TECHNOLOGY SKILLS

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Teller software applications; Microsoft Office: Word, Excel, PowerPoint, Access; HTML; Adobe Photoshop; Social Media: LinkedIn, Twitter

## ACTIVITIES

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Neumann University Investment/Finance Club, member, 2020-2022

## COMMUNITY SERVICE

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Neumann University

- St. Francis Inn- served meals to homeless individuals in Philadelphia shelter
- Sandwiches for Survival- prepared sandwiches for homeless in Chester, PA

# Nursing Nancy

Aston, PA

555-5555 - [nancy@nursing.com](mailto:nancy@nursing.com)

*LinkedIn profile link*

## EDUCATION

Neumann University

**Bachelor of Science in Nursing**

Aston, PA

May 2021

Community Health Clinical Mission Trip, San Juan de la Maguana, DR

October 2019

- Provided screenings in the local community recommendations for further care
- Worked in triage to get vital signs, weights, blood sugar, assess patient reason for visit in a bilingual environment.
- Attended home visits with a pastor to be present for medical support

Student Nurses Association

September 2018- Present

- Attend bimonthly meetings and professional development events

## CLINICAL ROTATIONS

Penn Presbyterian Medical Center- Cardiac step-down unit, cardio-thoracic surgery recovery

February 2021

George Hill Correctional Facility- Physical and medical assessment of inmates

January 2021

Riddle Hospital- Progressive Care Unit and Intensive Care Unit

December 2020

Christiana Hospital-Post-partum care with experience in labor and delivery

November 2020

Temple University Hospital-Episcopal Campus-Acute/chronic mental health

October 2020

Dunwoody Village -Acute rehabilitation

September 2020

## LEADERSHIP EXPERIENCE

Neumann University

Aston, PA

*Neumann Navigator*

May 2019- Present

- Assist families and prospective students by answering questions via telephone or email
- Provide tours of campus weekly to showcase the strengths of Neumann University
- Act as a representative of the University by attending fundraising and networking events on campus

## WORK EXPERIENCE

Advanced Behavioral Health

Devon, PA

*Direct Support Professional Devereux*

May 2019- Present

- Implement best practices and streamline workflows to maintain organized and safe plant environment
- Cross-train five new employees by explaining rules, procedures and job responsibilities
- Complete all timesheets, traceability forms and documentation on time

YMCA

Kennett Square, PA

*Camp Counselor*

Summers 2015- 2020

- Worked with children from ages 3- 15 in sporting and educational programs
- Led children throughout facility to ensure no child was unattended at any time through the camp day
- Interacted with children and their parents/ legal guardians in the case of incidents, whether behavioral or an injury, had to be reported

## CERTIFICATIONS

Adult and infant AED/CPR certified (2019-present)

Trauma wound certification (November 2020)

Vital Signs and Venipuncture certification (December 2020)