

Connections Personnel Inc.

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1911 Westfield Ave

Scotch Plains, NJ 07076



CONNECTIONS
PERSONNEL

College Student & Recent Graduate *Resumes*

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Table of Contents

S
T
R
U
C
T
U
R
E

01.
[College Student Resume](#)

02.
[Recent Graduate Resume](#)

03.
[College Student Resume](#)

04.
[College Student Resume](#)

05.
[College Student Resume](#)

06.
[Recent Graduate Resume](#)

07
[College Student Resume](#)

08
[College Student Resume](#)

09
[College Student Resume](#)

10
[College Student Resume](#)

11.
[Recent Graduate Resume](#)

12.
[College Student Resume](#)

13.
[Recent Graduate Resume](#)

14.
[College Student Resume](#)

15.
[College Student Resume](#)

College Student

Candidate #192948

Hourly Rate: \$16+

Available to work from May 15th to the end of August.
Open to full and part-time opportunities.

Assistant | Metro Media Institute

June 2022 to August 2022

- Helped fix and set-up rows of desktop computers.
- Introduced new technologies such as drone flying and video production.
- Planned and coordinated a publicity event for the Institute involving games, food, and music.
- Assisted boss in daily chores like taking out trash, cleaning the workspace, and shopping.

Tutor | Metro Media Institute

September 2021 to June 2022

- Collaborated with students to complete homework assignments, identify lagging skills, and correct weaknesses.
- Motivated students towards learning and studying to build self-confidence and reduce fear of failure.
- Helped develop emotional intelligence of students.

Education

- Bachelor of Science: Business/Rutgers University, New Brunswick, NJ
 - EXPECTED IN MAY 2026
- High School Diploma/Academy for Information Technology, Scotch Plains, N
 - JUNE 2022
 - National Honor Society Member
 - Consistently Made Honor Roll and High Honor Roll
 - President's Award for Educational Excellence
 - AP Scholar With Honor
 - Economics Award
 - Over 100 Community Service Hours

Recent Graduate

Candidate #190212

Hourly Rate: \$20

Available for work and returning to pursue her PhD in the fall or spring. Open to part-time opportunities.

Medical Receptionist | Kinder Pediatrics Urgent Care

August 2022 to Present

- Verify insurances
- Collect co-payments
- Answer phone calls
- Scanning and faxing documents
- Billing

Accounting Department Assistant | Jacobson & Company

March 2022 to August 2022

- Scanned and Filed
- Sorted Mail and Sent Faxes
- Billing and Payroll
- Invoices
- Answered Phones.

Production Assistant | Powerhouse Productions

March 2019 to October 2021

- Maintained production equipment and machinery
- Monitored post-production process and ensured accurate completion of details
- Performed clerical duties such as answered phones, sorted and distributed mail.

Education

Kean University, NJ

- BACHELORS OF ARTS: PSYCHOLOGY 05/2022
 - GPA: 4.0, National Honor Roll Society "2017-18", Tau Sigma National Honor Society 2020, National Society of
 - Leadership And Success, Dean's List "2019-20"

College Student

Candidate #190852

Hourly Rate: \$20

Available for work starting May 22nd until mid-August.
Looking for full-time positions in the Finance industry.

Production Worker | Gleicher Manufacturing

August 2022 to January of 2023

- Performed critical functions for the manufacture of converting adhesives & fasteners for the communications/electronics, transportation/aerospace, military/defense, healthcare/medical industries.
- Operated laser cutting, die cutting, laminating machinery to convert tape, film, adhesives, and other bulk materials from 3M, Velcro, and other brands to make finished parts, including kits, gaskets, seals, cushions, and vibration dampening/slip resistant products.
- Assisted with inventory control and other key warehouse activities

Education

University of New Hampshire, Durham, NH

- Bachelor of Science in Finance Expected May 2024
 - Peter T. Paul College of Business and Economics
 - GPA 3.21
 - Made Dean's list 1x
 - Continued to maintain Academic Scholarship for Paul College 3 years plus

Skills

- Bloomberg Certification
- Excel Fundamentals CFI
- Analyzing Financial Statements
- Forecasting Financial Statements

College Student

Candidate #188432

Hourly Rate: \$17-\$18

Immediately available for work and searching for full-time positions.

Staff | Brush Creek Ranch

May 2022 to August of 2022

Took advantage of a once-in-a-lifetime opportunity to join a team to help manage a 30,000-acre dude ranch in Wyoming.

- Interacted with international guests.
- Experienced and adapted to a rustic, rural Western lifestyle.
- Made new connections and developed new skills over the 3-month commitment.

Data Entry Assistant | The Lawbook Exchange Ltd

June 2021 to August of 2021

The Lawbook Exchange offers a collection of scholarly books, manuscripts, and current materials serving thousands of individuals and institutions worldwide.

- Tracked lawbook inventory with company-specific software, including Excel, aligning physical material count with online database.
- Assisted with automating client outreaches by uploading contact information.
- Reorganized entire library to decrease time spent locating content.

Education

Miami University Oxford, OH

The College of Arts and Sciences Expected December 2024

- Area of Study: Data Analytics
- Concentration: Sport Analytics

Campus Involvement

Phi Gamma Delta Fraternity (FIJI) Oxford, OH

- Raised \$21,000 as a fraternity during “Drop the Puck,” an annual philanthropic hockey tournament, benefitting the Luna Cares Fund which supports women with cancer.
- Total event proceeds exceeded \$40,000
- Participated in walk for Fiji Breast Cancer Awareness Month

College Student

Candidate #166835

Hourly Rate: \$20+

Immediately available for work until the beginning of September.
Searching for part-time positions only.

Rehabilitation Aide | Robert Wood Johnson Physical Therapy January 2022 to Present

- Maintain clean and safe environment
- Provide assistance to therapists
- Assist and guide customers in need of general department information
- Provide clerical and telephone support as needed
- Assist with patient care related activities under supervision
- Participate in weekly professional development and training

University Admissions Counselor | Grand Canyon Education December 2019 to January 2022

- Adjusts recruitment strategies, presentations, and information packets to address student interest
- Demonstrates in daily work activities the incorporation of new information
- Creates and maintains accurate contact history and necessary updates
- Acts as subject matter expert for assigned territories
- Actively engages in learning/education/information sessions

Education

- JFK Muhlenberg Snyder School of Nursing
 - 2022-Present
- Grand Canyon University, Phoenix, Arizona
 - 2017-2019
- Bachelor of Science Health Care Administration
 - Graduation Date: April 2019

Skills

- Software: EPIC, Microsoft Office
- Certification: BLS CPR, First Aid
- Knowledge of Medical Terminology

College Student

Candidate #193071

Hourly Rate: \$18

Willing to leave his part-time job for an internship. He is available starting mid-May until the beginning of September.

Floor Supervisor | Zara

September 2020 to Present

- Balance the needs of over 50+ customers daily in a fast-paced retail environment.
- Assist with new product introduction by working with Product Managers to deplete stock of old products and coordinating with inventory planning for ramping up stock of new product.
- Assist management with projects predominantly with sign creation of promotional materials including proper citation of content, posting, down stock, and managing damages and returns.
- Train new hires on store procedures, policies, and inventory regulation.
- Ensure a high level of customer service is offered in the store to solve and manage customer issues as they arise and refer to the senior management team when necessary.
- Understand and reinforce the company return policy.

Internship | Amazon Fulfillment Associates

June 2019 to June 2019

- Rectified employees' errors involving damaged products
- Collaborated with multiple teams to meet the end-of-shift deadlines.
- Worked in a very fast-paced environment.
- Devised product scanning, sorting, pallet wrapping, and staging of pallets.

Education

Kean University

- Bachelors in Supply Chain Management
- September 2022 to Present

Middlesex County College

- Associates in Arts in Business
- September 2017 to May 2020

College Student

Candidate #193098

Hourly Rate: \$16 - \$18

College student currently on break until August 18th.
Looking for full and part-time opportunities for the summer.

Receptionist | Family Care

September 2021 to January 2023

- Greeted patients, scheduled visits, and entered them into EPIC system
- Answered phone calls regarding questions
- Cleaned and organized patient rooms and workspace for staff

Volunteer Work:

Bio 110 Learning Assistant

Spring Semester 2023

- Selected 5 out of 30 applicants based on grades and performance in the course
- Facilitated class discussion in large lecture
- Answered students' questions
- Held office hours twice weekly to help students with work and exam preparation

Robert Wood Johnson University Hospital

March of 2020

- Volunteered once a week for two hours
- Answered to patient's calls when needed
- Organized charts and paperwork

Skills

- High Quality CPR, BLS, and AED Certified
- Certified to perform high quality CPR, BLS and AED procedure on infants, children, and adults

Education

Pennsylvania State University

- Bachelor of Science in Biology
- Expected Graduation is May 2026

College Student

Candidate #193054

Hourly Rate: \$17+

College student currently on break until August 24th. Majoring in Robotics Engineering, looking for full and part-time opportunities for the summer.

Medical Diagnostic Laboratories | Robotics Service Technician

January 2022 to August 2022

- Diagnosed and troubleshoot problems repairing and restoring medical robots to a 24/7 workflow
- Performed maintenance duties and safely handled biohazards and chemicals.
- Notable robots are the QiaCube HT QIAextractor, RotoGene, EDC Biosystems Acoustic, and Biorad CFX
- Used an array of tools and equipment such as the soldering iron, heated pliers, Caliper, Multimeter, power drill, etc.
- Worked together with the team make sure all problems were being handled and that we stayed on top of maintenance

Accomplishments

- Directly dealt with the Vice-president of Genesis labs to prioritize repairs and maintenance.
- Star ranked boy-scout with a large number of leadership positions and merit badges under my belt
- Was large part in starting a rookie FRC team with electrics and coding
- Received a near full ride in scholarships for WPI to study robotics engineering

Skills

- 3D CAD modeling and design
- Soldering Python and C++ code

Education

Worcester Polytechnic Institute

- Robotics Engineering
- Expected Graduation is May 2026
- Currently completing and completed classes in robotics and high level math as well as CAD modeling, physics, business, and psychology.

College Student

Candidate #190871

Hourly Rate: \$18+

College student is on break until the second week of August.
He is looking for full-time opportunities pertaining to business.

Waiter | Sheelan's Crossing

October 2018 to March 2023

- Created a positive team atmosphere among workers to create a unique customer service experience
- Handled restaurants social media platforms by posting weekly to drive customers in

Extracurricular Activities

Distributive Education Clubs of America

October 2016 to 2020

- Learned about the proper methods of marketing and selling products
- Competed in competitions, which included role play sales situations
- Participated in service hours

Social Media Company

October 2017 to 2020

- Created and managed an Instagram account focused around video games.
- Account grew to over 150,000 followers
- Learned about managing and marketing from my own experiences as well as how to run a successful social media platform
- Averaged 300,000 views per video as well as recognized/followed by several celebrities such as Offset (rapper), Juice WRLD (rapper) and more

Education

James Madison University, Harrisonburg, Virginia

- Bachelors Degree in Communications
- Minor in General Business
- Expected Graduation in May 2024

Recent Graduate

Candidate #193082

Hourly Rate: \$20+

Recent college graduate returning to school to obtain his RN in January of 2024. He is looking for temporary positions or internships in HR, nursing or the medical field.

Worship Coordinator | Liquid Church

2022 to 2023

- Put together worship team in order to produce a cohesive musicality and worship
- Prepared backing tracks and work with other worship coordinators in bringing “liquid” culture to all campuses across the state

Sales Representative | Victory Home Remodeling

2022

- Established, developed, and maintained positive business and customer relationships
- Contributed to an increase in sales numbers by providing warm leads to inside sales department

Substitute Teacher | Lake Nelson Adventist Academy

2021 to 2022

- Substituted in classes from grades k-12
- In order to develop good classroom management, I was able to integrate several psychological behavioral techniques.
- Served as Choir pianist and assisted in choir leadership

Education

Kean University

- Bachelors Degree in Psychology
- Graduated in January of 2023

College Student

Candidate #193079

Hourly Rate: \$16+

College student on break now until August 25th. She is looking for full and part-time opportunities pertaining to her Business Administration major.

Panera Bread | Cashier

August 2021 to October 2021

- Handled customer issues through customer service
- Managed the bakery, cleaned the dining room, and regulated in-stock supplies

Activities/Relevant Coursework

- Member of Women in Finance, Women in Business, Supply Chain Management
- Financial Accounting & Reporting, International Business and Social Responsibility; Introduction to Business; Personal Skills Development

Interests

- Participated with John Cabot University for a semester to study abroad in Rome, Italy.
- Community involvement, cultural foods, reading, running, traveling, video editing

Skills

- Proficient in MS PowerPoint
- Digital design
- Familiar with MS Excel

Education

Northeastern University, D'Amore-McKim School of Business

- Candidate for Bachelor of Science Degree in Business Administration
- Concentration of Business Management
- Expected graduation May 2026

Recent Graduate

Candidate #193067

Hourly Rate: \$20+

Recent college graduate looking for an entry-level administrative or office assistant position.

Business Owner/Designer

January 2022 to Present

- Design and sell artwork to be produced on a variety of products including stickers, clothing, tote bags, etc.
- Implemented business marketing strategies to communicate effectively with customers/clients.

Product Tester | Curion Research

September 2021 to Present

- Conduct detailed analyses of emerging products including food, beverages, fragrances, household items. etc.
- Identify product flaws and offered potential developmental solutions to over 30 products.
- Collaborate with product companies to improve customer satisfaction and consumer use.

Education

Rutgers University

- Bachelor of Arts in Communications - Minor in Psychology 2020
- Relevant Coursework: Principles of Public Relations, Information Technology Informatics, Communication Research, Social Media in the Workplace & Interpersonal Communication
- Dean's List: Spring 2018, Fall 2019, Fall/Spring 2020

Skills

- Adobe Workshops
- Microsoft Office
- OS X
- Windows

Recent Graduate

Candidate #193066

Hourly Rate: \$20+

Recent college graduate in school to obtain his Masters degree in Exercise Physiology. Currently on break and returns to school in early September. Looking for full-time opportunities.

Patient Intake Coordinator | Center for Family Guidance

August 2022 to Present

- Manages the practice operations of assigned practice site(s) in accordance with the Medical Group's goals and objectives.
- Collaborates with senior management, Providers, and internal Medical Group departments to ensure efficient and cost-effective operations in the standardization of best practices and processes.
- Responsible for measuring and implementing strategies to increase quality and patient outcomes through utilization of the system's clinically integrated network.

Internship | Veterans Memorial Home

March 2022 to June 2022

- Responsible for maintaining safe practices and conditions.
- Assisted with assessment planning & evaluation of programs.

Education

- **William Paterson University**
 - September 2022 to Present
 - Master of Science in Exercise Physiology
 - Clubs: National Society of Leadership, Exercise Science & Sports Therapy
- **Kean University, Union, NJ**
 - August 2020 - May 2022
 - Bachelor of Arts in Public Health w/ concentration in Recreation Therapy
 - Clubs: Recreation Therapy Club, Occupational Therapy Club, Sports Science

College Student

Candidate #193014

Hourly Rate: \$20+

Searching for part and fulltime opportunities for the summer.
Returns to school in the beginning of September. Prefers positions pertaining to economics, finance and analytics.

Veterinary Receptionist | Animal Hospital of Linden

July 2021 to April 2023

- Scheduled appointments, answered phone calls, and responded to emails
- Processed payments and reconciled accounts
- Prepared and maintained client files and medical records
- Assisted veterinarians with animal exams, surgeries, and procedures
- Administered medications and treatments as well as logged and invoiced them
- Maintained accurate medical records and inventory supplies
- Analyzed data from diagnostic test and medical records in order to identify trends to inform treatment plans

Skills

- Financial record keeping and reconciliation
- Customer relationship management
- Team collaboration and communication
- Experienced in Microsoft Excel, Powerpoint, and Word

Education

- Montclair State University
 - B.A/M.S Economics, Business Analytics
 - August 2021 - May 2025

College Student

Candidate #193081

Hourly Rate: \$17+

Searching for part and full-time opportunities during the summer.
His break starts on May 22nd and returns in the beginning of
September.

Tech Associate | Staples

December 2020 to September 2021

- Advised customers on store inventory, tech related items, and any questions
- Conducted PC related repairs
- Conducted PC installation and start-up
- Advised on compatibility of hardware and software

Skills

- Programming Languages: Java, C#, JavaScript, HTML, CSS, PL/SQL
- Operating Systems: Linux, Unix, Windows
- Databases: Excel, Access, SQL Microsoft Office: Teams, Word, PowerPoint

Education

- Kean University
 - BS in Information Technology w/ Cybersecurity
 - Expected 2024
- Raritan Valley Community College, Branchburg, NJ
 - AS in Information Systems & Technology