



Applicant #201595

Professional Summary

Motivated and dedicated English major with strong communication, public speaking, and leadership abilities. Experienced in customer service, administrative support, and mentoring youth in academic and athletic settings. Passionate about writing, education, and creating supportive learning environments. Seeking to bring enthusiasm, patience, and strong organizational skills to a teaching role.

Skills

- Excellent communication and public speaking.
- Strong leadership and teamwork.
- Classroom-ready mentoring and coaching experience.
- Customer service and interpersonal skills.
- Administrative and organizational strengths.
- Proficient in Microsoft Office and Google Suite.

Work Experience

2021-2023 Valcor Engineering Corporation Springfield, NJ

Paid Intern

- Managed and organized company records to ensure timely and accurate documentation.
- Assisted with basic accounting tasks, improving efficiency in financial record-keeping.
- Provided daily administrative support to strengthen office workflow and communication.

Present-Youth Sports Camps & Teams Various Locations

Coach

- Led training sessions and mentored young athletes in skill development, discipline and teamwork.
- Foster a positive, encouraging environment focused on personal growth and confidence.
- Communicate effectively with players, parents and staff to support smooth team operations.

Leadership & Extracurricular Activities

- Team Captain, Women's Basketball – Brookdale Community College
- Member, Student-Athlete Committee – Brookdale Community College
- Swipe Out Hunger Program – William Paterson University- Earned a certificate for volunteer service in campus food-security efforts and supporting students facing hunger.

Education

William Paterson University – Wayne, NJ

Bachelor of Arts in English | Graduated: 2026

Brookdale Community College – Lincroft, NJ

Completed foundational coursework before transferring