

1 Reservoir Road, Morristown, NJ, 12345  
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## **EDUCATION**

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**The University of Scranton Kania** **Scranton, PA**  
*Bachelor of Science, Accounting* *May 2024*  
Cumulative GPA: 3.52/4.00  
Loyola Scholarship recipient  
Dean's List

**Scranton High School** **Scranton, PA**  
*High School Diploma* *June 2019*  
Cumulative GPA: 92/100

## **WORK EXPERIENCE**

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**Morristown Parks and Recreation** **Morristown, NJ**  
*Head Lifeguard* *May 2018 - Present*  
Oversee all lifeguards and handle schedule management  
Manage customer service while demonstrating leadership by enforcing rules and regulations  
Direct guests who do not follow policies  
Provide emergency care when necessary

**Ice Cream Server** **Morristown, NJ**  
*June 2017 - August 2020*  
Operated a cash register for cash, check, and credit card transactions with accuracy  
Stocked and replenished merchandise according to store merchandising layouts  
Cleaned and organized the store, including the checkout desk and displays

**Owner** **Morristown, NJ**  
*May 2016 - August 2019*  
Performed routine lawn and grounds maintenance tasks on a regular basis  
Operated all ground and gardening equipment safely and efficiently  
Generated and maintained all invoices to clients

## **EXTRACURRICULAR ACTIVITIES**

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NCAA Division III Lacrosse *September 2020 - Present*  
Tri-M Music Honor Society