

Demetria Guynes
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EDUCATION

Bachelor of Arts in Anthropology and Sociology, May 2016

URSINUS COLLEGE, Collegeville, PA

Minor: Latin American Studies

Cumulative GPA: 3.76

Honors: Dean's list

RESEARCH EXPERIENCE

SOCIETY FOR AMERICAN CITY AND RESEARCH PLANNING HISTORY CONFERENCE

(2015)

Baltimore, MD

Undergraduate Poster Presentation: "Racism in Residential Suburban Development: An analysis of the residential development of Wyomissing, PA and Norristown, PA."

PHI ALPHA THETA PENNSYLVANIA EAST REGIONAL CONFERENCE

(2014)

Villanova University, PA

"The White Middle Class 1840-2000: The Role of the White Middle Class in the Social Dialogue of Race and Social Development in American History"

PROFESSIONAL EXPERIENCE

HILL ENTERTAINMENT & RESORTS, Hanover, PA

Ride Supervisor (2014- Present), **Ride Lead** (2013-2014), **Ride Operator** (2012-2013), **Food Clerk** (2011 -2012)

- Supervised and managed operators in specific section of park. Trained operators and made sure rides were fully staffed for operation. Communicated with park supervisors and ride leads to facilitate operations.
- Oversaw and managed ride operators and ride operation. Interacted with guests and employees. Responded to questions and situations, often troubleshooting and resolving guest complaints. Coordinated fair job and break rotations daily. Empowered employees with training to independently address and resolve guest issues.
- Anticipated guest actions, questions and complaints and provided solutions. Delighted guests through polite and friendly interaction. Outstanding Employee 2011 Hill Entertainment and Resorts award.
- Prepared and served food and drink. Calculated and monitored register drawer.

ACTIVITIES

Team Captain, CO-ED INTRAMURAL SOCCER, Ursinus College (February 2015-present)

- Devoted 20 hours per week to athletics while carrying full course load.
- Managed communications between 24 team members; served as a liaison between the team and coaching staff, and effectively resolved intra-team conflicts.

Scorekeeper, INTRAMURAL BASKETBALL, Ursinus College (January 2015-present)

- Kept accurate league and tournament required statistics and performed necessary data entry.

Treasurer, PHI ALPHA THETA HISTORY NATIONAL HONOR SOCIETY, Ursinus College (October 2014-present)

- Prepared the club's budget, presented it to the board for approval, and ensured that club activities adhere to the budget.

Member, WOMEN'S VOLLEYBALL, Ursinus College (August 2014-November 2015)

- Co-led team activities, direct practice, organize travel, and assist coaching staff.

LANGUAGE SKILLS

Proficient in written and spoken Spanish.

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Objective: Competitive, high-achiever with international experience seeking full-time position which will utilize my knowledge of Biology in an interactive setting.

Education

Bachelor of Science in Biology

May 2016

Ursinus College, Collegeville, PA

Minor in Health and Exercise Physiology

Study Abroad

University of Wollongong, Wollongong, AU

February 2015-June 2015

- Adapted to a new culture, learned in a different environment, travelled throughout Australia and New Zealand

Work Experience

Door Attendant, Foreman Funeral Home, Ocean City, NJ

May 2013-present

- Set-up for viewings, assist with working viewings and funerals for an average of 40 people
- Pallbearer- carry casket into church and cemetery
- Attended to family's needs

Server and Expediter, The Mustang Golf Club, Colts Neck, NJ

May 2012-present

- Perform all activities associated with being a server including food runner, beverage and food cart, and waitress
- Set-up for private events and outings, such as weddings, baby showers, parties, etc.
- Expedite private functions, ensure events run perfectly and service is excellent
- Inventoried checks and operated the cash register to process customer receipts

Manager, Rita's Italian Ice, Monopoly, NJ

March 2010-August 2014

- Supervised staff members, managed total daily income, cashier activity, inventory checks
- Cleaned machines and disassembled and reassembled machines

Athletics

Collegiate Golf Team, Ursinus College, Collegeville, PA

Collegiate Field Hockey, University of Wollongong, Wollongong, AU

Member of Varsity team which went on to win the Championship in August 2014

Collegiate Field Hockey, Ursinus College, Collegeville, PA

2013 Captain

Competitive player on varsity team all four years

Four-time Conference Champion

Four-time Regional Champion

Four-time NCAA Division III Final Four

Finalist

Second team All Conference

Second team All Region

Community Service

Up til Dawn, Ursinus College, Collegeville, PA

- Raise funds for and awareness of St. Jude's Children's Hospital through advertising
- Organize and run event to raise funds for St. Jude's Children's Hospital

Ursinus Field Hockey Volunteer work

- Read, sang songs, performed arts and crafts, and sports activities with Kindergartners
- Played sports activities and games with Special Olympians

Omega Chi Sorority, Ursinus College, Collegeville

Red Cross Blood Drive, Ursinus College, Collegeville, PA

Relay for Life, Ursinus College, Collegeville, PA

Computer Skills

Microsoft (Word, Excel, Power Point, Outlook), Minitab 17, all E-mail providers and Internet Browsers

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Ursinus College – MSC 5544
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CARYN JOHNSON
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Permanent Address
543 Sunny Pike
Harleysville, PA 19437

OBJECTIVE

Seeking a full time position in accounting and finance.

EDUCATION

Bachelor of Arts in Business and Economics

May 2016

Ursinus College, Collegeville, PA

Minor: Math

GPA: 4.0/4.0

Honors: Dean's List and elected into various honor societies including Phi Beta Kappa

SKILLS

Microsoft Word, Excel, PowerPoint, Outlook, SAS Programming, and Novaware.

RELATED EXPERIENCE

Cost Accounting Intern, Touchstone, IS&GS, Valley Forge, PA

June 2014 – Present

- Completed project ID setups and closures, activity ID uploads, CLIN repoints and AWC targets
- Analyzed unbilled balances of four general ledger accounts resulting in balance sheet cleanup and write-offs of aged items
- Created three automated Excel templates to validate retro rates saving analysts five hours of manual calculations
- Identified 210 potentially inactive accounts in MARS and AssureNET; 100 of which were made inactive, saving reconcilers time and preventing transactions from accidentally hitting these accounts
- Proposed new monthly account reconciliation schedule, consolidating the process from 25 to 20 days in order to avoid aged items

Senior Admission Fellow, Ursinus College, Admissions, Collegeville, PA

2013 – Present

Interviewed high school students interested in potentially attending Ursinus College

- Promoted Ursinus during educational information sessions with students and families
- Read applications and made enrollment suggestions

Tour Guide and Tour Guide Intern, Ursinus College, Admissions, Collegeville, PA

2012 – Present

Led approximately 100 tour guides

- Organized monthly meetings and new tour guide orientation
- Communicated with potential students and families while providing one-on-one campus tours

Accounts Payable Clerk, Jack Schneider & Son, Harleysville, PA

2012 – May 2012

- Processed purchase orders, packing slips and invoices for payment
- Catalogued employee hours and journalized associated tax liabilities
- Reconciled monthly bank statements and compiled quarterly financial reports

Administrative Assistant, Law Offices of Livingston Paul, Norristown, PA

2010- June 2011

- Prepared and filed legal pleadings across several local court systems
- Composed correspondence to clients and business associates while maintaining their organized files
- Exhibited excellent customer service skills by attending to common business inquiries by telephone
- Implemented design enhancements to the website to improve visibility to potential customers

LEADERSHIP

Member, Women's Lacrosse Team Leadership Committee, Ursinus College

2013 – 2014

Representative, Student Athletic Advisory Committee, Ursinus College

2013 – 2014

Captain, Girl's Lacrosse Team, Sanatoga Area High School

2008 – 2012

LIBERTY B. ELL

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PROFILE

Recent college graduate with strong research, writing, analytical, and interpersonal skills. Undergraduate experience includes leadership positions in student groups focused on community service, literary publication, and martial arts. Experience also includes employment and internships at two major museums in Philadelphia and college library. Seeking position involving social research and analysis.

EDUCATION

Bachelor of Arts in Art and Art History, May 2016

URSINUS COLLEGE (Collegeville, PA)

Major GPA 3.6 (on 4.0 scale)

Minor in Creative Writing

INSTITUTE FOR STUDY ABROAD -UNIVERSITY OF ST. ANDREWS (Fife, Scotland), Spring 2015

HONORS-Departmental Honors in Anthropology & Sociology; Alpha Kappa Delta International Sociology Honor Society

EMPLOYMENT AND INTERNSHIP EXPERIENCE

NATIONAL MUSEUM OF AMERICAN JEWISH HISTORY (Philadelphia, PA)

October 2015-Present

Membership and Annual Giving Intern

- Designed donor survey to analyze attitudes of Museum's members regarding Museum involvement and gift giving.
- Analyzed and distributed donor survey to cross-section of 1,300 members in 5 states via e-mail and phone.
- Wrote and edited regular communications to Museum visitors and members.

MYRIN LIBRARY, URSINUS COLLEGE (Collegeville, PA)

Fall 2014

Circulations Assistant

- Aided students, professors, and Collegeville residents in use of online catalog and other computer-based resources.
- Checked materials in and out at busy service desk.
- Organized resources in the library collections.

THE FRANKLIN INSTITUTE (Philadelphia, PA)

Summer 2014

Curatorial Intern

- Expanded and improved accuracy of information in PastPerfect database for over 100 artifacts in the museum.
- Reviewed and updated the artifact card catalog.
- Photographed artifacts for digital records.

EXTRACURRICULAR ACTIVITIES

PHI KAPPA SIGMA INTERNATIONAL FRATERNITY – URSINUS COLLEGE CHAPTER

Judiciary Board Member (2013–14); ***Risk Management Chair*** (2014–2015)

- Worked on community service projects, including food pantry, organic garden, street and forest cleanup, snow removal, and fundraising for the Leukemia and Lymphoma Society.
- Created and led committee of five peers to set policies for limiting risk of injury and liability during chapter activities.
- Assessed and resolved disciplinary matters in coordination with other Judiciary Board members.

THE LANTERN, Ursinus College Literary Magazine (2013-2015)

- Biographies Editor.
- Collected and edited over 50 contributors' biographies for two editions.
- Published an original short story.

BARBARA BOCKBURN

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OBJECTIVE

A position with a financial institution utilizing my skills in administration and international relations.

EDUCATION

Bachelor of Arts in International Relations & Politics

May 2016

Ursinus College, Collegeville, PA

Minor: Japanese

Honors: Presidential Scholarship; Dean's List

Course Highlights: International Trade Theory and Policy, Contemporary Global Economic Issues, International Politics, U.S. Foreign Policy, Accounting, and Public Speaking: Speech and Criticism in a Democratic Society

SKILLS

Language: Proficient in spoken and written French. Beginner level spoken and written modern Arabic.

Computer: Microsoft Word, Excel, Access, Outlook and Minitab.

STUDY ABROAD

Ursinus in Paris, Paris, France

Fall 2014

Participated in a rigorous academic and intensive language program with emphasis on French literature, art and culture.

INTERNATIONAL & RELATED EXPERIENCE

Intern, United States Department of State, US Embassy: Cotonou, Benin

Summer 2015

Assisted with daily duties in Consular and Management sections of US Embassy, West Africa. Interacted one-on-one with refugees and aid workers to create a report on "trafficking in persons." Updated American citizen services emergency system. Visited AIDS refugee hospital construction project. Constructed rightsizing report and housing market survey. Helped create current official Embassy website.

Tutor, Center for Academic Support, Ursinus College

September 2013 – present

Tutored English as a Second Language (ESL) for international students. Met weekly and practiced conversation skills while teaching basic US History and Politics.

Peer Advisor, Center for International Programs, Ursinus College

August 2013

Volunteered to help international students adapt to culture shock and learn about US history, culture, college life and customs.

LEADERSHIP EXPERIENCE

Resident Assistant, Ursinus College, Collegeville, PA

September 2014 – present

Provide academic, emotional, and social support for 35 resident students. Serve as a liaison between peers and administration, and work to create a safe and productive living environment. Foster community development among residents through programming efforts.

Group Leader, Smithville Community Youth Group, Smithville, PA

Summer 2013 – 2015

Developed, coordinated, and facilitated educational and recreational activities for a group of 50 culturally diverse children. Trained in diversity issues, conflict resolution, and successful activity planning.