

**Name**  
Street Address  
City, State Zip  
Phone  
Email address

## **EDUCATION**

**Bachelor of Arts, History**

Expected June 2021

**Minors, Economics**

Current GPA: 3.70

**Certificate of Undergraduate Studies, Computer Science**

Rowan University, Glassboro, NJ

## **HONORS**

Awarded the Mentee of the Year Award 2018 - 2019, Dr. Harvey Flack Mentoring Program May 2020

Awarded the Networking Award 2018 - 2019, Phi Alpha Theta Honor Society May 2020

## **TECHNICAL SKILLS**

- Database Training: Historical Society of Pennsylvania, Library of Congress, and the Harvard University Project archive.
- Programming Languages: Python, C++, Java, and HTML.
- Modeling & 3D Printing: Autodesk programs (Inventor, Revit, Maya, Blender), CAD, Sketch Up, and Photoshop.

## **PUBLICATIONS**

- The Civil War Command Structure of Drafted Troops, Historical Society of Pennsylvania, May 2019
- The Economic Repercussions of Sherman's March to the Sea, Historical Society of Pennsylvania, May 2019

## **PROFESSIONAL EXPERIENCE**

**Assistant Manager**

March 2019 - Present

Applebee's Grill + Bar, Clayton, NJ

- Responsible for training and providing feedback to all new employees during the first 60 days of their employment.
- Supervise, create a weekly schedule, and facilitate performance reviews to a staff of over 10 Hostesses and Waiters.
- Increased sales by 10% during the first 2019 business quarter (January - March) by reorganizing employees work schedule, and by introducing a social media campaign to increase awareness of stores specialty events.
- Created a customer service team that comprised of both employees and managers to identify present concerns within the store, outline potential interventions, and establish standards operating procedures for all employees.

**Historian Intern**

January 2020 - April 2020

Historical Society of New Jersey, Newark, NJ

- Researched historical landmarks and events through available archives, and created two published articles that demonstrated present contemporary issues and highlighted the universal importance of studying history.
- Assisted with the database management of over 2,000 artifacts through following institutional removal and return policies.
- Reviewed numerous artifacts to cross-reference their significance, and to understand the perceptions of those individuals who witnessed specific historical events.