

Jacqueline R. Walker

19 Southwind Lane, Downingtown, PA 19335

Cell: (610)-806-3679 Email: j.walker5629@gmail.com

OBJECTIVE

Friendly and enthusiastic recent college graduate with experience in working with coworkers and clientele of all ages. Seeking a career with focus in criminology, sociology and/or psychology where my strong analytical and problem-solving skills can be utilized. Tailored academic studies and skills developed in work experience will ensure that I will make a positive contribution while learning from an excellent establishment.

EDUCATION

May 2017

B.S.—Criminology, *The Pennsylvania State University, State College, Pennsylvania*

B.A.—Sociology, *The Pennsylvania State University, State College, Pennsylvania*
Minor in Psychology

2013

High School Diploma, *Downingtown West High School, Downingtown, Pennsylvania*

EXPERIENCE

September 2017-Present

Chester County Regional Education Services (CCRES) Downingtown, PA
Position: Personal Care Assistant in Advanced Clinical Services
Responsible for providing one-to-one assistance to children with emotional and behavior disorders in the school setting based on medical needs of the client, prompt interventions in the areas of behavior management and peer interaction skills based on the IEP goals and behavioral treatment plan, collect daily data and document progress notes in a prescribed format.

June 2017-Present

Lifetime Athletic Wayne, PA
Position: Kids Academy Team Member and Supervisor
Responsible for ensuring the care, supervision, well-being, entertainment, and safety of children between the ages of three months and eleven years. Demonstrates affectionate, skilled and dependable care and provide a safe, nurturing learning environment.

June 2016-August 2016

Gaudenzia Addiction Treatment & Recovery Coatesville, PA
Position: Intern
Assist with patient intake and phone screens while maintaining patient confidentiality. Duties include, but are not limited to, greeting incoming clients and visitors and directing them to the appropriate personnel, administrative support and observing therapists and group therapy sessions.

September 2015-
December 2016

GALANGA by Cozy Thai State College, PA
Position: Hostess/Waitress
Effectively place orders into the computer system while providing excellent customer service. Duties include, but are not limited to, collecting credit card payments, cash transactions, assisting in training new employees.

May 2012 – August 2016

DDP Roofing Services Glen Mills, PA
Position: Administrative Assistant
Provides skilled administrative management support in all areas of office administration including, but not limited to, data entry, internet research for tax reporting, filing and archiving documents.

May 2014 – August 2015	Various Employers Position: Nanny In charge of the care, supervision, well-being, entertainment, and nutrition for children in a variety of ages. Demonstrated affectionate, skilled and dependable care and provided a safe and nurturing environment.	Downingtown, PA
November 2014 – May 2015	Penn State Hillel Position: Phone-A-Thon Processor Responsible for confirming, logging and tracking all donations made through the phone-a-thon program. Wrote and provided reports to program organizers to allow for proper program evaluation. Worked independently and as part of a team to increase alumni donations by 20%.	The Pennsylvania State University, University Park, PA
May 2013 – August 2013	URJ Camp Harlam Position: Cabin Counselor Responsible for the well-being and safety of campers overnight. Supervised campers of all ages during various activities.	Kunkletown, PA
October 2012 – May 2013	Five Below Position: Sales Associate Developed skills in hands-on cash payments and receipts, including the equipment related to sales and had a proven track record of providing the highest level of customer service.	Downingtown, PA

ACTIVITIES

September 2016— February 2017	Penn State Dance Marathon , The Pennsylvania State University Position: Head Thon Chair & Independent Dancer <ul style="list-style-type: none"> Facilitated a multitude of fundraisers to raise money for pediatric cancer, and sending THONvelopes for donations Organized and counted all money from fundraisers, and responsible for safely making sure all money was handed in to the overall THON board Created monthly reports explaining all fundraising efforts, goals, and plans for the organization Participated in Penn State's 46 hour no-sitting, no-sleeping Dance Marathon for pediatric cancer 	
August 2014— May 2017	Sigma Delta Tau, Phi Chapter , The Pennsylvania State University Position: Sorority Member <ul style="list-style-type: none"> Raised awareness of pediatric cancer by canning, and sending THONvelopes to ask for donations Coordinate events to raise funds and provide emotional support for pediatric cancer patients as part of the Four Diamond's Fund at Hershey Medical Center Philanthropy: Prevent Child Abuse America – Raised awareness about child abuse while hosting multiple fundraisers to raise money. 	
Spring 2014—May 2017	Member, Justice Association , The Pennsylvania State University	
Fall 2014 – May 2017	Member, Aish Penn State , The Pennsylvania State University	

SKILLS

Public Speaking, Teamwork, Creativity, Communication, Proficient in Microsoft Office, Time Management, Working with Children