

JENNY METELUS

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EDUCATION

Widener University

Bachelor of Arts in Anthropology

Minor: Human Resources Management

Academic Honors in the College of Arts and Sciences

Chester, PA

expected May 2019

Fall 2016 & Spring 2017

RELATED COURSEWORK

Cultural Anthropology; Culture, Power & World System; Dig Culture: Archeology & Evolution; Understand & Working in Organizations; Foundations of Management; Diversity in the Workplace

EXPERIENCE

Widener University Center Administration

Manager

Chester, PA

Aug. 2017 to present

- Appoint venues for operations assistants to prepare
- Recommend potential applicants

Operations Assistant

Jan. 2016 to present

- Organize and set up venue for up to 100 guests with strong attention to detail
- Apply communication and socialization skills to this contact-intensive role

LEADERSHIP AND ACTIVITIES

Oskin Leadership Certificate Program

Have completed 6 out of 18 workshops to satisfy certificate

Topics include: Ethical Fitness; Leader Stereotypes; Best Leadership Experience; etc.

Sept. 2015 to present

International Club

General Member

Sept. 2017 to present

Anthropology Club

General Member

Jan. 2017 to May 2017

Commuter Student Association

Vice President of Community Outreach (appointed March 2017)

Sept. 2015 to present

- Collaborate with Student Activities Director to set semester-long calendar of volunteer activities

Social Media Ambassador Program

General Member - Photographer

Dec. 2016 to May 2017

- Take engaging pictures for Widener social media pages

Pi Gamma Mu Honor Society

General Member

Oct. 2017 to present

VOLUNTEER SERVICE

Boys and Girls Club

- Cleaned up the Boys and Girls club building in City of Chester

Jan. 2017

Shade Tree Commission

- Planted trees in Ethel Waters park for the community

Oct. 2016

Frederick Douglass Christian School

- Tutored the kids and aided the teachers during activities and recess

Apr. 2016

Rotaract Club/ Civic Engagement LLC

President (appointed October 2017)

Nov. 2015 to present

SKILLS

Language: conversational Haitian Creole

Computer skills: proficient in Microsoft Word and PowerPoint