



Giavana Hartzell

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Education

Alvernia University

Bachelor of Science
Accounting and Digital Media Marketing
Art Minor

Reading, PA

Class of 2022
GPA: 3.7/4.0

Experience

ACTs Retirement Homes - Nomrandy Farms

Server and Host

Takes orders and serves residents and guests. Host, waitress, clear tables and clean the dining rooms and kitchen.

Blue Bell, PA

June 2016 – Present

Alvernia Theater Department

Stage Manager

Assists the director during rehearsal, Marks down stage directions, and Calls the show during performances.

Reading, PA

September 2018 – Present

Circle K International

Pennsylvania District Editor

March 2019 - April 2020

Kept social media accounts up to date, as well as the CKI website, and designed and wrote a news letter that was sent out each month.

Awards and Honors

St. Timothy Award, St. Anthony of Paudua church

2018

exemplify the qualities of moral integrity, good works, and Christian leadership

Deans List, Alvernia University

Fall 2018, Spring 2019, Spring 2020

Lambda Sigma, Alvernia University

2nd year honor society

Fall 2019 and Spring 2020

IMA Accounting Honor Society

August 2020 - Present

Skills

Adobe softwares (Indesign, Photoshop, Premier pro, illustraotr, Audition), Microsoft Office Suite (Word, Power Point, Exel, Publisher), Procreate, Familiar with quickbooks