

Madeleine Braun

632 SCHOOLHOUSE ROAD TELFORD PA 18969 | 267-454-1360 | mfbraun06@gmail.com

EDUCATION

Bachelors of Science in Forensic Science and Chemistry

Expected Graduation 2021

GPA: 3.5

- Alvernia University 2018-Present
- Community College of Allegheny County 2017-2018

EXPERIENCE

Alvernia Theatre

2018 - Present

Work Study Associate

- Created an inventory system for all theater costumes and props including organizing over 1000 costume pieces, applying barcode tags, inputting photos and all relevant information into a database.
- Responsible for show lighting ensuring performances have adequate and correct lighting.
- Assessed production characters and created costuming and props for each performer in productions.

Boy Scouts of America

2013 – 2018

Assistant Aquatics Director

2014 - 2018

- Managed aquatic program including running both the pool and waterfront programs, taking responsibility for the 1200 campers, as well as organizing staff shortages and rotations.
- Helped develop standards, set guidelines, and create training program for lifeguards specific to a camp environment.
- Taught swimming techniques and safety education to new swimmers and assisted frightened children.
- Maintained continuous surveillance of people in swimming pools and lakes and trained lifeguards.

Scout Shop Sales

2015- 2016

- Aided customers in their effort to find appropriate camping equipment, tools, and gifts specific to their needs.
- Kept all areas of the store stocked and tidy in between the waves of guests.
- Remained current and informed on inventory as to their function, potential uses, and merit badge applications.

Jimmy John's Sandwich Shop

2017 - 2018

Shop Sales Associate

- Responsible for running multiple areas of the shop, including making sandwiches, running the line, managing the register.
- Trained and mentored to new employees to aid in their future success.
- Kept all areas of the store stocked and tidy between the waves of guests.

Saint Maria Goretti Parish

2013 – 2016

Receptionist

- Supported parish operations including answering phones, directing parishioners, and managing hall reservations.
- Scheduled meetings and appointments for staff and pastor.
- Performed various duties as directed and needed by the office management.

LEADERSHIP & COMMUNITY

- Theater Club Violinist – Responsible for determining and providing all music. 2018 - Present
- Campus Ministry Volunteer 2018 - Present
- Orchestra Concertmaster 2016
- President of String Ensemble and Music Ministry 2016
- Study Abroad – Sydney Australia 2012

SKILLS & QUALIFICATIONS

Certifications: Red Cross CPR, AED, and Lifeguard Certified, BSA Lifeguard Certification

Applications: Microsoft Word, Excel, PowerPoint, Unix, MatLab, C++, HTML

Qualifications: Excellent Communication Skills, Strong Multitasking Skills, Goal Oriented, Relationship Management