

Jayden N. VanMaurick

(616) 836-1377

jnv0909@gmail.com

<http://www.linkedin.com/in/jaydenvanmaurick>

Education:

Albion College, Albion, MI

Graduation Date: May 2022

Bachelor of the Arts in Political Science, History minor

Overall GPA: 3.74/4.00, Major GPA: 3.92/4.00, Minor 3.8/4.00

Dean's List: Fall 2019, Spring 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022, Fall 2022, Spring 2022

Albion Fellow – 3 or more consecutive semesters on the Dean's List with a 3.7 Overall GPA or higher

Charles Lawford Scholarship

Fall 2021-Present

Gilbert Currie Scholarship

Fall 2019-Present

Ferguson (Presidential) Scholarship- high school leadership and academic excellence

Fall 2018-Present

Work Experience:

Cashier Staff Worker, Captain Sundae Inc. in Holland, MI

Summers 2018-2022

- Utilize attention to detail to ensure quality service to customers in a fast-paced environment
- Develop monetary payment handling skills, used POS to process customer payments, cash and credit/debit, quickly and returned exact change and receipts
- Display excellent customer service to ensure guest satisfaction and repeat patronage
- Demonstrate teamwork skills with co-workers to effectively and efficiently assist customers with the miniature golf course and equipment to keep everything in proper working order

Leadership & Campus Activities:

- Please refer to my LinkedIn Profile URL above for this information

Skills:

-Computer Skills: Microsoft Word, Excel, Powerpoint, Google Documents, Sheets, Slides, Meet, Sites, Calendar, etc

-Typing: up to 40 words per minute

-Administer: Executive Board election and service for undergraduate organizations (See LinkedIn)

-Collaborate: Oversee and contribute to undergraduate social fraternity committees related to philanthropy and recruitment, as well as Sigma Nu's Pursuit of Excellence Chapter Report Committee. Worked together with other organizations, executive boards, committees, classmates, and teammates

-Delegate: Assign responsibilities to philanthropy and recruitment committee members related to an undergraduate social fraternity

-Edit: Edited important undergraduate organization documents such as reports, spreadsheets, meeting minutes, etc.

-Handle Complaints: Provided exceptional customer service and assisted and handled customer needs, concerns, and requests

-Interview: Interviewed candidates and potential new members for a social fraternity, collegiate athletic team, executive board position, committee position, etc.

-Listen: Takes into consideration, the opinions and values of others in my decision making and endeavors

-Mediate and Negotiate: Best seen in my Interfraternity Council service as the Vice President of Risk Management and Policy, where I had to mediate between other social fraternities on Albion's campus on a variety of issues

-Organize, Plan, Record, Research, and Work with Precision: Utilized and illustrated all these skills in my service as Secretary for Sigma Nu fraternity, Albion College Chapel, and Albion College Mortar Board Honor Society to uphold and serve these positions to the fullest extent of their responsibilities

-Speak in Public: Was tasked with writing and giving, on occasion, public speeches for a social fraternity, collegiate athletic team, executive board, and undergraduate campus organization