

JACOB SHIREY

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(610) 850-2489

Douglassville, PA 19518

PROFESSIONAL SUMMARY

- Talented Manager with expert team leadership, planning and organizational skills built during a successful career. Smoothly equips employees to independently handle daily functions and meet customer needs. Diligent trainer and mentor with exceptional management abilities and results-driven approach. Has extensive volunteer experience that honed an exceptional work ethic over eight years.

SKILLS

- Staff Management
- Effective problem-solver
- Strong communicator
- Fundraising
- Relationship building

WEBSITE, PORTFOLIO, PROFILES

- <https://jakeshireymusic.wixsite.com/website>

EDUCATION

Alvernia University Reading, PA • Expected in 05/2026

MSOT: Occupational Therapy

Coventry Christian Schools

Pottstown, PA • 06/2021

High School Diploma

ACCOMPLISHMENTS

- Varsity Soccer Captain (10th-12th)
- Varsity Basketball Captain (11th-12th)
- Founder of Worship Band (10th-12th)
- House Leader (10th-12th)
- Chess Club Founder
- ACCAC Soccer Champion (11th and 12th Grade)

WORK HISTORY

Alvernia University - Resident Assistant
Reading, PA • 08/2022 - Current

- Mediated roommate conflicts.
- Planned programs for residents in alignment with university goals.
- Provided a safe environment for new students.
- Worked together with coworkers to improve students' campus experience.

Niehlscape - Landscaper
Boyertown, PA • 05/2021 - Current

- Planted bulbs, trees, bushes and flowers for residential and commercial clients.
- Diagnosed lawn and garden issues and recommended targeted solutions.
- Operated landscaping equipment with focus on safety and machine longevity.
- Installed stonework according to landscape design plan and client specifications.

Sanatoga Swim Club - Head Lifeguard
Pottstown, PA • 06/2019 - 09/2021

- Supervised other lifeguards and ensured pool operations went smoothly.
- Performed lifesaving measures during incidents.
- Learned and maintained proficiency in first responder skills such as First Aid and CPR to offer individuals in distress optimal support.
- Observed recreational users to detect safety concerns and prevent ongoing violations.

Brooks Cafe - Waiter

Douglassville, PA • 09/2019 - 02/2020

- Maintained customer satisfaction with timely table check-ins to assess food and beverage needs.
- Kept server areas clean and stocked to increase efficiency while working tables.
- Bussed and reset tables to keep dining room and work areas clean.

AFFILIATIONS

- Student Occupational Therapy Association (SOTA)
- Intervarsity Christian Fellowship
- Camp Manatawny Volunteer
- Camp Sonshine Volunteer