

CAROLINE ALEXANDER

EDUCATION

Delaware Valley University, Doylestown, PA
Bachelor of Science, Zoo Science, Expected in 05/2024

- Dean's List (Fall 2020 - Fall 2022)
- 3.6 GPA
- Alpha Lambda Delta Member
- Delta Tau Alpha Member
- Apiary Society Secretary

Hamden High School, Hamden High, Hamden, Ct
High School Diploma, 06/2020

- Awarded High honors upon graduation
- Member of National Honor Society
- Elected Captain of Girls Tennis Team

SKILLS

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|---------------------------------|--------------------------------------|------------------|
| • Event Planning | • Record keeping and Confidentiality | • Google Drive |
| • Team Collaboration | • Microsoft PowerPoint | • Microsoft Word |
| • Social Media Content Creation | • Microsoft Excel | |

WORK HISTORY

STUDENT WORKER 08/2020 to Current
Delaware Valley University

- Accomplish weekly computer tasks for a Professor
- Type and send dictated emails.

ANIMAL CARE INTERN 08/2022 to 12/2022
Lehigh Valley Zoo, Schnecksville, PA

- Kept animals clean and free of contaminants to promote optimal health.
- Minimized animal injury risk by monitoring behaviors and eliminating safety hazards.

EDUCATION INTERN 05/2022 to 08/2022
Maritime Aquarium

- Assisted with hands-on visitor experiences
- Supported the educators onboard the research boat.

CAMP COUNSELOR 07/2019 to 09/2021
Hamden

- Guided the 15 campers in daily operations along with my coworkers
- Entertained children from ages 4-13 though the months of summer.

CAROLINE ALEXANDER

Doylestown, PA 18901 • 5005cia@gmail.com

Dear Hiring Manager,

I am Caroline Alexander and I am currently a junior at Delaware Valley University. I am majoring Zoo science and minoring in Chemistry. I will be graduating the spring of 2024. Now that I am over halfway done with my university career I have taken many different courses that will help me in the real world. A few of those are Management Concepts, Speech, and Campus Leadership Training. Management concepts helped me learn key qualities a manager needs to have. Whereas Speech taught me how to engage others while I talk and get my point across. Campus leadership training allowed me to take the two concepts and put them to use while I was in charge of some of the underclassmen. I pride myself in being organized, creative, hardworking, and trustworthy. Along with those traits, I am also very quick to learn new routines or tasks. Lastly, I have great interpersonal skills, which makes it easy for me to get along with anyone I meet.

I appreciate your time and hope you will look over my resume. Please feel free to reach out for any additional information you may need.

Sincerely,

Caroline Alexander