

MADISON STODOLAK

1062 Wood Street, Clarion, PA, 16214 | 717-585-5011 | madisonstodolak@gmail.com

EXPERIENCE

Embedded Course Mentor

Pennsylvania Western University, Clarion PA

Aug 2024 - present

- Assisted freshman students in their first year seminar class
- Connected students with campus and community resources
- Completed weekly in-office tasks to support student success
- Informed students about campus events and services
- Planned and hosted events to foster student learning and involvement
- Oversaw mentor-protégé relationships

Peer Tutor

Pennsylvania Western University, Clarion PA

Jan 2024 - present

- Tutored students in STEM and humanities courses
- Assisted students in signing up for tutoring appointments
- Directed students and staff to other departments as needed
- Recorded student-specific notes and feedback after appointments

Bureau of Population Management and Sentence Computation Intern

Pennsylvania Department of Corrections, Mechanicsburg PA

May 2025 – Aug 2025

- Assessed inmate separation, medical, housing needs
- Participated in meetings regarding transportation systems and inmate housing
- Researched the corrections and criminal justice systems
- Read inmate letters and reported inmate concerns to appropriate staff
- Visited prisons, forensic facilities, corrections centers, and transportation centers

Student Accounts Student Worker

Pennsylvania Western University, Clarion PA

Aug 2023 – Dec 2023

- Greeted students and visitors who entered the building
- Answered student and visitor questions about student accounts and other offices
- Organized and sorted digital student financial documents and university files
- Received, labelled, sorted, and distributed mailings throughout the building
- Created posters and notices concerning daily office scheduling changes
- General filing, shredding, and other office duties

Family Direct Support Services Seasonal Intern

United Cerebral Palsy of Central PA, Camp Hill PA

Feb 2022 – Aug 2024

- Updated and designed website to improve clarity, accessibility, and applicability
- Utilized Smartsheet for data entry regarding organization supply availability

- Met with and presented website to supervisors and county government officials
- Researched businesses and events to ensure information accuracy
- Designed flyers and advertisements for community and company events

Receptionist

United Cerebral Palsy of Central PA, Camp Hill PA

Jun 2021 – Aug 2021

- Greeted employees and visitors who entered the building
- Answered multi-line phone and transferred calls to appropriate staff member
- Completed, sent, and received certified mail paperwork
- Utilized postage machine to ensure proper postage on mailings

EDUCATION

Sociology

Pennsylvania Western University – Clarion, Clarion PA

Aug 2022 – May 2026

Sociology Major, Minors in Social Work and History, GPA 3.74

LEADERSHIP

Phi Theta Kappa Honors Society – Alpha Kappa Delta Chapter

- Vice President of Events Mar 2024 – May 2025
- President Jun 2025 – present

PennWest Clarion History Club

- Secretary Aug 2024 – present

PennWest Model United Nations

- Secretary Jan 2025 – present

PennWest Clarion Allies

- Secretary Aug 2025 - present

REFERENCES

Lynne M. Lander-Fleisher

Director, Academic Support, Tutoring Services, SI and Testing | Pennsylvania Western University | lfleisher@pennwest.edu

Nicole Hiller

Director, Peer Mentoring Program | Pennsylvania Western University | hiller_n@pennwest.edu

Dr. Beth Ann Miller

Associate Professor, Department of Chemistry, Mathematics, & Physics | Pennsylvania Western University | bmiller@pennwest.edu