

Janelle Shirey

Resident Assistant

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CAREER OBJECTIVE

An adaptable employee with work experience and proven knowledge of leadership, problem-solving, and workflow prioritization. Aiming to leverage my abilities to successfully fill the Resident Assistant role at Alvernia University.

EXPERIENCE

SUBSTITUTE TEACHER, K-5 — Coventry Christian Schools

Pottstown, PA, December 2022 - Present

- Maintain discipline and classroom control, fostering a safe and positive learning environment
- Prepare a summary of work completed to update the regular classroom teacher
- Guide the learning process, achieving curriculum goals and objectives

LEAD LIFEGUARD — Sanatoga Swim Club

Pottstown, PA, June 2018 - Present

- Orient new lifeguards on job duties and responsibilities, scheduling shifts, and providing frequent feedback
- Rescue distressed persons in water using lifesaving techniques and equipment
- Teach swimming techniques and safety education to new swimmers
- Conduct pool chemical checks to determine adequate safety
- Examine injured persons and administer first aid using training, medical supplies, and equipment

FAMILY BABYSITTER — Various Families

PA, January 2016 - Present

- Cared for children with a variety of developmental ages and disabilities
- Performed cleaning and housework tasks to keep the living space organized and sanitary.

WAITRESS — Brook's Cafe

Douglassville, PA, September 2018 - December 2020

- Partner with the hostess and other FOH staff, facilitating seamless dining service during peak periods

EDUCATION

MASTERS OF MEDICAL SCIENCE (M.M.S) IN PHYSICIAN ASSISTANT STUDIES CANDIDATE — Alvernia University

Reading, PA, Expected graduation May 2027

GPA 3.6

Awards & Honors

- Dean's List

HIGH SCHOOL DIPLOMA

— Coventry Christian Schools

Pottstown, PA, Jun 2022

GPA 3.4

Awards & Honors

- Highest GPA Award - Honors Spanish 1, Honors Spanish 2, and Honors Spanish 3
- National Honor Society of Honors Scholars

Extracurricular Activities

- Varsity Volleyball (2018-2021)
- Varsity Soccer (2019)
- AAU Basketball (2022)
- Varsity Basketball (2018-2022)
- Club Volleyball (2019-2022)

CERTIFICATIONS

- American Red Cross Lifeguard Certified
- American Red Cross CPR Certified

VOLUNTEER EXPERIENCE

CHAPERONE — Youth Advance

Malvern, PA, November 2022 - Present

- Supervise a group of attending high school ambassadors
- Set up, prepare, and clean before and after meals

JR/SR HIGH RETREAT COUNSELOR — Camp Manatawny

Douglassville, PA, October 2022 - Present

- Escort campers to and supervise them at activities
- Run an icebreaker activity

SUMMER CAMP LIFEGUARD VOLUNTEER — Camp Manatawny

Douglassville, PA, June 2018 - Present

- Examine injured persons and administer first aid, if necessary, using training, medical supplies, and equipment
- Instruct participants in swimming and other recreational activities and provide safety precaution information
- Patrol or monitor swimming areas on foot or from towers

SUMMER CAMP COUNSELOR VOLUNTEER — Camp Manatawny

Douglassville, PA, June 2016 - Present

- Escort campers to and supervise them at activities and during cabin time

BIG BUDDY VOLUNTEER — Camp Sonshine

Douglassville, PA, June 2016 - Present

- Spend time with campers with special needs
- Escort campers to and supervise them at activities