

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2025

Major: Legal Studies | **GPA:** 3.67

Awards: Temple Merit Scholarship

Selected Courses: Environmental Law and Sustainability, Introduction to Risk Management, Legal and Ethical Reasoning in Business, Legal and Policy Issues in the Workplace

BUCKS COUNTY COMMUNITY COLLEGE – Newtown, PA

Associate of Arts

Graduation: May 2023

Major: Business Administration | **GPA:** 3.75

Honors: President’s Honors List: Fall 2022

Awards: Dean’s List: Spring 2023

Selected Courses: Business Calculus, Financial Accounting, Managerial Accounting, Macroeconomics, Microeconomics

BUCKS COUNTY COMMUNITY COLLEGE – Newtown, PA

Associate of Arts

Graduation: May 2020

Major: Paralegal Studies | **GPA:** 3.75

Honors: President’s Honors List: Spring 2020

Selected Courses: Business Law, Civil Practice/Litigation Procedures, Computers in the Law Office, Legal Research 1 & 2, Torts for the Paralegal

EXPERIENCE

REDNER’S MARKETS, Bensalem, PA

August 2021 – Present

Customer Service Manager

- Facilitate customer service and cashier management at a warehouse-style supermarket with 64 locations
- Supervise 14+ cashiers per shift, direct breaks, and coordinate safety walks
- Ensure all new cashiers, about one every two weeks, are being trained properly with applicable paperwork and given feedback regularly; train new customer service managers, about one every five months, to corporate standards

SWAIN LAW FIRM, Bensalem, PA

February 2020 – May 2020

Paralegal Intern

- Provided support to two paralegals and an attorney at a law firm with four locations in Pennsylvania and New Jersey serving clients with personalized legal services
- Consolidated and e-filed dozens of physical records; drafted correct letters to request medical and billing records
- Exercised usage of a law office simulator to continue internship once pandemic began; drafted a motion in limine, three memorandums, a petition to modify, and a letter of representation

ACTIVITIES

Chapter Member, Phi Alpha Delta Pre-Law Fraternity, Temple Chapter

September 2023 – Present

PROJECTS

Mock Trial, Bucks County Community College

February 2020 – March 2020

- Prepared diligently for two months; argued a case with one peer against defendant’s team
- Created timeline of case events and organized discovery documents to submit as two exhibits

SKILLS

Software: Microsoft Word, Excel, Outlook, PowerPoint; Google Docs, Sheets, Slides

Certifications: Legal Technology Certificate, National Society for Legal Technology, December 2019