

# Kelly Elizabeth McGlade

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## **Education**

Bloomsburg University of Pennsylvania, Bloomsburg, PA, Class of 2023

- English (Creative Writing focus)
  - o History & Literature minor
- Honors College, 3.8 GPA
  - o Research-based creative writing Capstone Project completed Fall 2022

## **Workforce Experience**

Supplemental Instruction Leader for Math 101 (Math Thinking), Bloomsburg University

- January 2023 to present
  - o Provided weekly assistance to students during scheduled office hours
  - o Facilitated understanding of relevant concepts discussed in class

Personal Shopper at Giant Supermarket, Royersford, PA (9 months)

- November 2020 to August 2021
  - o Collaborated with coworkers in a fast-paced environment
  - o Ensured timely and accurate customer service

Cashier at Landis Supermarket, Schwenksville, PA (2.5 years)

- June 2017 to January 2020
  - o Successfully managed my cash drawer and facilitated transactions
  - o Answered customer service questions and maintained positive customer relations
  - o Maintained a clean and safe workplace environment

## **Leadership Experience**

Bloomsburg Honors College Executive Board Secretary, 1 year

- Recorded accurate meeting minutes
- Spearheaded creative problem-solving during administrative discussions
- Ensured punctuality and preparedness among all executive board members

Marching Band Section Leader, 2 years

- Mentored new members on instrument care, ensemble policies, performance expectations
- Successfully taught new members advanced percussion techniques
- Arbitrated and settled disagreements among section members

## **Skills**

- Wide variety of writing skills across multiple disciplines
- Text and document analysis
- Editing and proofreading
- Software skills: Microsoft Word, Google Docs, Wix (website design)
- Organization, time management, and attention to detail
- Leadership and interpersonal problem solving
- Learning new skills quickly and efficiently