

Jacqueline D. Lepore  
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**Local Address**

811 Brumbaugh Hall  
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**Permanent Address**

23 Brent Dr.  
Howell, NJ 07731

**Objective**

I am looking for an opportunity to immerse myself in the world of engineering. An entry-level position would allow me the best opportunity to apply the skills I have learned throughout my time in The College of Engineering.

**Education**

The Pennsylvania State University                      University Park, PA  
In process of earning a B.S. in Chemical Engineering  
Expected Graduation of May 2016

**Experience**

- Administrative Intern at Association Advisors, LLC  
A Homeowners Association and Condominium Association Property Management Company located in Freehold, New Jersey  
Responsibilities included staff support, answering phones, data input into TOPS, creating, sending, and receiving mail, on-site recreational management, and filing.  
Held position from 2010-2012
- Child Caregiver  
Provided assistance to multiple families  
Responsibilities included getting children off the bus, picking them up from daycare, cooking meals, driving them to sports practices, entertaining them, reinforcing knowledge learned in school, bathing, putting them to sleep, waking the children in the morning, getting them ready for the day, and putting them on the bus or taking them to daycare.  
Held position from 2006-2012
- Student at University of San Diego STEM
- Sponsored by the NETC, Pensacola, FL
- Introduced to Engineering through a college environment  
Took classes in engineering to better equate myself with CAD  
Built a basic robot that used light, sound, and touch sensors to navigate  
Held Position in summer 2011
- Platoon Aide at NJROTC Leadership Academy and Sail Training  
Naval Station Newport, Newport RI  
Responsibilities included teaching high school students basic military leadership skills, providing assistance to the cadets as well as the superior management, successfully following a specific daily schedule and making sure the 36 people I was responsible for were at the correct place and on time, working collaboratively with other aides,

and making sure all that Standard Operation Procedures and Operational Risk Factors were abided

**Skills**

- Proficiency in Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Adobe Photoshop
- Proficient in Windows and Macintosh
- Proficient in time and people management

**References**

- Available upon request