

Campus Address
179 Hamilton Hall
University Park, PA 16802

Nicole S. Grzejka
nig5077@psu.edu

Permanent Address
PO Box 355
Hawley PA, 18428
(570) 352-5881

Objective: To obtain a chemical engineering internship or co-op for summer 2012, with an emphasis in energy and fuels.

Education: **Bachelor of Science in Chemical Engineering** GPA: N/A
The Pennsylvania State University, University Park, PA
Anticipated Graduation: May 2015
Recipient of the Honesdale National Bank Trust Dept. Scholarship

Wallenpaupack Area High School, Hawley, PA Weighted GPA: 4.38/4.0
Graduated June 2011
High School Activities: Scholastic Team Co-Captain, National Honor Society Executive Council, Science Olympiad, Top 10% of Class, Local History Club Treasurer, Environmental Club, Prom Committee, Wind Ensemble Section Leader, Marching Band, WAHS Players

Work

Experience: **The Boathouse Restaurant**, Hawley, PA May 2009-Present
Hostess

- Responsible for care of customers, managing money, preparing cash drawers, recording inventory, and maintaining a clean work environment
- Prepared restaurant for daily operations
- Trained oncoming employees on ALOHA Computer System and informed them of their daily duties in the work environment
- Worked 40+ hour weeks all throughout the summer
- Interacted with customers, employees, and managers to develop a kid friendly dining experience
- Organized special occasions and communicated with managers to ensure an enjoyable private event
- Answered all phone calls, received takeout orders, and dealt with unsatisfied customers
- Strengthened communication skills within the restaurant
- Communicated with other employees to seat customers in a timely and efficient manner
- Motivated employees to provide customers with the utmost care and hospitality

Special Skills:

Fluency, Polish Language
CPR Certified
National Canoe Safety Patrol (NCSP) Certification
Microsoft Office Program Completed

Activities: Women in Engineering Program Orientation (WEPO)

- Enthusiastically participated in an orientation program devoted to female engineers
- Created a design project and took part in numerous cooperative activities

Women in Engineering Program (WEP)
Blue and White Society
Institute of Electrical and Electronic Engineers (IEEE)
American Institute of Chemical Engineers (AIChE)
Society of Women Engineers (SWE)
Society of Hispanic Engineers (SHE)
Tom's Club