

William Pelosi

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255 McElwain Hall, University Park, PA 16801 267-907-3709

EDUCATION

Bachelor of Science, Chemical Engineering
The Pennsylvania State University, University Park, PA
GPA: 3.24/4.00
Expected Graduation: May 2016

EXPERIENCE

Office Assistant: Litchfield Cavo, Cherry Hill, PA, summer 2013

- Arranged files based on attorney's preferences
- Revamped office space to maximize organization and accessibility
- Constructed storage space for attorney files

Hospital Volunteer: University of Pennsylvania, Philadelphia, PA, summer 2011

- Monitored room availability and transported patients accordingly
- Responded to miscellaneous patient requests
- Transferred information through intercom

Customer Relations Agent: Sesame Place, Langhorne, PA, Summer 2010

- Resolved customer conflicts and addressed complaints
 - Discussed ideal membership options to meet customer's varied situations
 - Solicit customers to partake in surveys that would improve park experience
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SKILLS

Proficient in German
Computer Skills:
Microsoft Expression
Excel

AWARDS

- Eagle Scout (2011)
- Philadelphia Union League Good Citizenship Award (2012)