

AKOSUA MANTE

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EDUCATION

UNIVERSITY OF PENNSYLVANIA

College of Arts and Sciences — GPA: 3.93

Philadelphia, PA

Anticipated Graduation May 2020

HARRITON HIGH SCHOOL

High School Diploma — GPA: 4.96, ACT: 34
International Baccalaureate Diploma

Bryn Mawr, PA

EXPERIENCE

University of Pennsylvania

Guest Services Attendant

Philadelphia, PA

May 2016 – Present

- Successfully demonstrates high-quality standards of customer service during high-volume operations.
- Assists guests with any issues, maintaining a positive atmosphere.

Harrington High School

Freshman Mentor

Bryn Mawr PA

August 2013 – May 2016

- Oriented 18 freshmen to new high school environment, provided emotional support, guided students in order to share important transition resources.
- Provided tours of the school on a regular basis to prospective students and their families.

Panera Bread

Associate

Conshohocken, PA

February 2016 – August 2016

- Ensured that procedures were followed for safe food preparation, assembly, and presentation.
- Worked in a small team to find new ways to deliver the best possible service.

Self-Employed

House-Sitter

Villanova PA

August 2013 – August 2016

- Maintained safety of home, tended plants, provided in-home pet care, cared for grounds, pool, and home.

ACTIVITIES

Penn Community School Student Partnerships

September 2016 – Present

- Provides one-on-one tutoring support for students from disadvantaged backgrounds at West Philadelphia High School

Kite and Key Society

January 2017 – Present

- Tour guide for the University of Pennsylvania, giving many their first impression of the university.

National Honor Society

April 2015– May 2016

- Organized four local charity events throughout the school year.

AWARDS

Haverford College Book Award

June 2015

- Award presented to seniors ranked in the top ten of their high school class.

SKILLS

- Proficient in Microsoft Word, PowerPoint, Pages, and Keynote
- Limited Working Proficiency in Spanish