

Michelle Galemmo

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SKILLS

Computer: Microsoft Word and PowerPoint for Windows, beginning Photoshop, Internet research utilizing various search engines, creating and hosting Website using Facebook, MySpace, Google+, WordPress, Weebly, and Twitter.

Costumer Service: Answering phone, public speaking, addressing frustrated customers, organizing for presentation, entertain, and counseling experience, beginning Japanese.

Leadership: Devise and organize groups, time management, supervising.

Creative: Extensive Art Training, costume and makeup, compiling publications, laying out art shows.

EXPERIENCE

Sales Representative/Cashier, Trader Joe's Grocer, North Wales, PA 6/2011 - 8/2012
Duties: Complete sales training in all divisions of store including marketing, stocking, inventory, customer service, spoils/donation and operating cash/credit card registers. Assist and advise customers on products. Perform cash, credit card, gift certificate, checks, and credit voucher transactions. Organize and stock store for presentation of merchandise, and rotation of dates. Worked 5 am opening shifts and 12 am closing shifts, also worked 10 hour shifts.

Mentor, Lower Gwynedd Elementary, Ambler, PA 10/2010-6/2012
Duties: Caring for youth, creating lesson plans, counseling youth.

Electrical Team Project Leader, FIRST Robotics Team 341, Ambler, PA 9/2010-6/2012
Duties: Devise and coordinate groups, instruct skill building workshops, and ultimately lead building the robot's electrical board.

Scouting Orchestrator, FIRST Robotics Team 341, Ambler, PA 9/2010-6/2012
Duties: Devise and coordinate groups, time manage/supervise, interview and network, strategize, public speaking/representative, social network representative (twitter).

Co-President/Coordinator, Aura Literary Magazine, Ambler, PA 9/2010-10/2012
Duties: Recruit members, organize paperwork, collect writings/art work, compile publication, final edit.

Child Care Assistant/Dynamics Associate, Giving Giggles Party Service, Mobile Business, PA 9/2010-3/2011
Duties: Prepare/decorate party area, costume and makeup, entertain large groups of children (ranging ages 3-11), clean up.

Hosting/ Bussing, Domenico's Upscale Italian Restaurant, Blue Bell, PA 12/2009-5/2010
Duties: Answering phone, taking reservations (using software), seating tables, calming frustrated customers, working coat check, setting tables, bussing tables, running food.

Fundraising Associate, Relay for Life, Ambler, PA Annual Event; 2009-2012
Duties: Coordinating with large group, planning fundraising events, networking for the cause.

ACHIEVEMENTS

- FRIST Robotics Dean's List Nomination 2011
- Whitpain Annual Student Photo Contest Honorable mentions, 1st and 3rd place 2010 & 2012
- Pennsylvania Junior Academy of Science -Regional and State- placing 1st and 2nd 2010 & 2011

EDUCATION

University of California, Berkeley	Presently Incoming Freshman		
Wissahickon High School, Ambler, PA	Graduated; National Honor Student & Cum-Laude	GPA: 5.23	6/2012
Montgomery County Community College, Blue Bell, PA	Courses For Pleasure	GPA: 4.0	8/2012
Tyler School of Art, Temple University, Philadelphia, PA	Precollege Program		2010 & 2011