



CAROLINE ARENA

STUDENT | UNIVERSITY OF PITTSBURGH

OBJECTIVE

Diligent student seeking a Part Time position as a Care Attendant for UPMC.

SKILLS

Customer Service
Compassionate Care
Adaptability
Communication Skills
Staff training

EDUCATION

BACHELOR OF NATURAL SCIENCES • PRESENT • UNIVERSITY OF PITTSBURGH

GPA: 3.625; Currently studying Natural Sciences in the College of General Studies on the Pre-Physician Assistant track.

EXPERIENCE

CAREGIVER • VISITING ANGELS • JUNE 2020- PRESENT

Provided care as an at-home aide for seniors to help maintain the independence the clients and their families desired. Assisted clients in cleaning, dressing, bathing, and other ADL's. Experienced a variety of disabilities, personalities, and needs.

ASSISTANT • GRAVITY HAIR SALON • NOVEMBER 2018- JANUARY 2021

Greeted and made accommodations for clients throughout appointment time, Shampooed clients and assisted stylists with any tasks needed, maintained stability of salon by building rapport with clients while completing side work to keep a clean and coordinated salon, aided in training new assistants.

SERVER • CHESTNUT HILL GRILL • MAY 2019- JANUARY 2020

Provided prompt and energetic service, informed customers of any information they needed about products or menu changes, balanced effective service with side work duties to maintain a clean and organized environment.

SALES ASSOCIATE • GREENE STREET • JUNE 2018-OCTOBER 2018

Aided in opening and closing the store, maintained an organized inventory, communicated with coworkers and managers to provide knowledgeable and efficient service to customers.

VOLUNTEER EXPERIENCE OR LEADERSHIP

Pre-Health Shadowing: Shadowing December 2020, Volunteer since January 2021

Philanthropy Committee- Alpha Delta Pi Sorority, August 2020- Present

SARS-CoV2 Poster Presentation- Viral Genome Biology Lab, November 2020



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