

PAIGE MALTER

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EDUCATION

Lehigh University, Bethlehem, PA
B.A. in Psychology
GPA: 3.81

Packer Collegiate Institute, Brooklyn, NY
High School Diploma, June 2009
GPA: 3.66

EXPERIENCE

Alliance Counseling Center, Hellertown, PA **June 2013-August 2013**

Intern

Sat in on clinical meetings and discussed cases with therapists
Responsible for discharge summaries
Administrative duties including organization of resources, handling of insurance coverage

Unique Antique Designs, Cutchogue, NY **May-August, 2010-2013**

Assistant to Owner

Responsible for all store operations in owner's absence, including inventory
Restored furniture and merchandise
Designed advertising materials, including business cards and Facebook page

Burton's Bookstore, Greenport, NY **June 2012-August, 2012**

Sales Associate

Responsible for all store operations in owner's absence
Merchandized books for a better shopping experience

Animal Haven Shelter, New York, NY **March 2011-August 2011**

Volunteer

Walked, fed and maintained living areas for animals' comfort and happiness
Positively interacted with animals to foster good relationships and behavior

White Pine Trading LLC, New York, NY **February 2011-June 2011**

Intern

Sorted and sized diamonds by shape and color
Responsible for insuring incoming jewelry and diamonds were accounted for

National Corporate Theatre Fund, New York, **June 2010-August 2010**

Intern

Responsible for administrative duties, including client and contributor interactions

Harbor Pet, Greenport, NY **June 2009-August 2009**

Sales Associate

Assisted owner and managed store in owner's absence

OTHER AFFILIATIONS AND EXPERIENCE

Phi Sigma Pi National Honors Fraternity **November 2012-present**

Inducted Brother

National Society of Leadership and Success **November 2012-present**

Admitted Member

References to be provided upon request