

Hannah M. Curley

Business Email: hannahcurley30@gmail.com

Cell Phone Number: (215) 500-3363

Morrisville, PA | New York, NY

EDUCATION

The New School - Eugene Lang College of Liberal Arts

New York, NY

Bachelor of Arts Degree

Intended Graduation May 2025

Pennsbury High School

Fairless Hills, PA

General Education Diploma

Graduated June 2021

WORK EXPERIENCE

Core Creek Boat Rental

Langhorne, PA

Boat Handler, Assistant Manager

June 2022 - August 2022

- Ran the front window to process boat rentals and waivers, and register permits for privately-owned boats
- Used a point-of-sale system to track and charge payments via card or cash
- Created a friendly and welcoming environment for new and returning customers who were interested in the boat rental and the park's activities
- Troubleshooted issues when the payment system, CivicRec would go down and kept an accurate record of payments if needed
- Managed 6 staff members when manager was not present

The New School

New York, NY

Resident Advisor

January 2022 - Current Employment

- Cultivated a safe, comfortable, and friendly environment within my floor community of 40 residents, and held community building events every month to engage with the residence hall community and make connections
- Actively met with residents who expressed issues and efficiently troubleshooted their issues by offering the university's resources, mediations, or directing them to the building email
- Worked duty shifts during the weekdays, weekends, and holiday breaks to ensure residents were safe throughout the night
- Attended weekly staff meetings to address any concerns and consult the team for advice in certain situations
- Crafted door decorations and engaging bulletin board flyers to ensure residents were informed and updated on any changes within the residence halls and main campus buildings

Community Assistant

October 2021 - December 2021

- Filed packages and letters into organized sections and mailboxes by registering packages using StarRez, a housing database system

- Troubleshoot packages marked down as missing, return to sender, or delivered to the wrong address

Maryanne's Homestyle Cooking

Levittown, PA

Cashier/Hostess

April 2019 - August 2021

- Created a friendly environment for customers to be in, and deescalated tension with customers if they were unsatisfied with their experiences
- Managed audits for opening and closing servers' accounts, and calculated daily income from both credit card payments and cash payments
- Memorized menu to take orders both on the phone, in person, and through third-party services (DoorDash, Uber Eats, Grubhub)
- Restocked and organized fridges and checked for expired beverages to be thrown out

LEADERSHIP & ACTIVITIES

PHS Dance Team

Pennsbury High School

Member, Co-Captain, Captain

Fall 2017 - May 2021

- Participated in multiple performances (all positions)
 - Various venues such as Senior Centers, Basketball Games, and School-wide Talent Shows
- Created a sense of unity between members to unify performances, and gave lectures about technique and fundamentals in dance, specifically hip-hop (Co-Captain, Captain)

Oakville Day Camp

Girl Scouts of Eastern Pennsylvania

Program Aide, Counselor

Summer 2015 - Summer 2019

- Created detailed activities for campers ages 6-13 over a six-month period, and improvised on the spot if activities fell through in order to maintain a steady flow (Program Aide)
- Led a group of campers around stations as their guide and supervisor, and taught campers valuable life skills and manners when interacting with each other, adults, and Program Aides (Counselor)

SKILLS

General Skills

- Team-player, will always lend a hand if asked within reason
- Adaptable and open-minded to new methods, willing to compromise
- Creative, willing to help design and collaborate on graphic advertising

Communication

- Can analyze situations and de-escalate if needed
- Clear communicator, and willing to elaborate

Technical

- **Quick keyboardist, 56 wpm**
- Adaptable to new programs and technology
- Proficient and above average in Microsoft Word & Microsoft Excel respectively
- Proficient with Google Applications (Docs, Slides, Sheets, Forms, and Meet)

Organization

- Very organized, and can work efficiently within any system
- Uses programs such as Google Sheets and Google Docs to organize workspace in order to maintain functionality