

Max B. Grove

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EDUCATION

The Wharton School of the University of Pennsylvania <i>Dual Bachelor of Science in Economics and Bachelor of the Arts in International Studies</i> <ul style="list-style-type: none">○ GPA: 3.60 / 4.00○ Concentration: Finance, Managing Electronic Commerce	Philadelphia, PA Expected May 2020
Hempfield High School <i>Class President</i> <ul style="list-style-type: none">○ GPA: 4.0 / 4.0	Lancaster, PA 2012 – 2016

WORK EXPERIENCE

University of Pennsylvania Accounting Department <i>Research Assistant</i> Search for financial documents, parse documents, and analyze findings <ul style="list-style-type: none">○ Completed project analyzing counties Annual Financial Reports, comparing their revenues to expenditures, net assets, and statistical information.	Aug 2017 – Present
Mennonite Home Communities <i>Food Service Youth Manager</i> Work at a restaurant within a retirement community that belongs to over 3,500 senior residents. <ul style="list-style-type: none">○ Collaborate with four other managers to lead a wait staff of over 40 high school and college students.○ Executed an initiative from supervisors by finding inefficiencies in daily assignments and adjusted daily tasks to allow employees to clock out earlier, saving company over \$500/week.	Aug 2014 – Aug 2017 Lancaster, PA
University of Pennsylvania <i>Administrative Assistant</i> Oversaw office for 520 freshmen to lead campus housing events for students. <ul style="list-style-type: none">○ Organized weekly events, house-wide dinners, faculty lectures, and designed flyers on a team of 8 students.	Aug 2016 – Aug 2017 Philadelphia, PA

LEADERSHIP & ACTIVITIES

ACTION at Penn <i>Vice-president</i> Promote linguistic and cultural diversity in a club of 60 volunteers by traveling to and teaching Spanish to students in Philadelphia elementary schools. <ul style="list-style-type: none">○ Supervised implementation of a new online system to streamline group development, attendance, and travel.	Sept 2016 - Present Philadelphia, PA
Undergraduate Assembly <i>Speaker Pro Tempore</i> Elected as one of 35 representatives that serve almost ten thousand students by leading and lobbying for initiatives with administration and allocating a \$2.3 million budget to organizations and events. <ul style="list-style-type: none">○ Student Life Committee - Lobbies administration and executes projects for resources for daily student life and improved financial aid policies.○ Budget Committee – managed contingency requests, student groups' budget negotiations, and annual budget.	Sept 2016 – Present Philadelphia, PA
American Enterprise Institute <i>Executive Council Member</i> Sit on a council of six students that promotes the free competition of ideas on campus. <ul style="list-style-type: none">○ Collaborate with campus groups to lead lectures, discussions, and debates about current policy affairs.○ Attend leadership dinners and training conferences featuring public policy scholars.	June 2017 - Present Philadelphia, PA
Order of the Arrow Lodge 39 <i>President, Eagle Scout</i> Led a lodge of 580 members by designing weekend retreats. <ul style="list-style-type: none">○ Implemented a membership retention program by ensuring every Troop had representation in the Lodge.○ Determined breakdown of over \$20,000. Presented national-level training sessions to over 300 youth on making goals, leading successful activities, and communicating effectively.	Sept 2015 – Sept 2016 Lancaster, PA

SKILLS & INTERESTS

Language: Spanish; **Computer Languages:** Java, HTML, CSS

Interests: Skiing, Boy Scouts, personal investments, technology, sustainability, cultural immersion, swimming