

Max Burnell Grove

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EDUCATION

University of Pennsylvania	Aug 2016 – Present
College of Arts and Sciences – Dual Economics Major and Hispanic Studies Major	GPA: 3.68 /4.00
Hempfield High School , Landisville, PA	Jun 2016
	GPA: 3.97/4.00

WORK EXPERIENCE

University of Pennsylvania, Ware College House , Philadelphia, PA	Sep 2016 – Present
<i>Administrative Assistant</i>	
<ul style="list-style-type: none">Managed office serving over 500 freshmen to supervise weekly events for students, created flyers for building, and completed general office and managerial duties. Maintained records of Resident Assistant spending and transactions.	
Mennonite Home Communities, Woodcrest Villas , Lancaster, PA	Aug 2014 - Present
<i>Food Service Worker Mentor</i>	
<ul style="list-style-type: none">Promoted to Mentor position one year after hire to manage wait staff and ensured job completion. Helped implement more efficient closing procedures. Experience giving exceptional customer dining service up to 50 people at once.	

LEADERSHIP EXPERIENCE AND ACTIVITIES

Undergraduate Assembly , Philadelphia, PA	Sep 2016 – Present
<i>Speaker Pro Tempore</i>	
<ul style="list-style-type: none">Elected to Student Government tasked with improving the University for undergraduate studentsLobbies for improved student life, dining hall improvements, and a clearer description of school feesAllocates over \$2.3 million to various student groups through vetting requests and balancing of the budget	
Hempfield High School Class of 2016 , Landisville, PA	Sep 2012 – May 2016
<i>Class President</i>	
<ul style="list-style-type: none">Leader of 20 students-large governing body in charge of designing, budgeting, and running Homecoming, Prom, and Senior Class Trip for a class of 550.	
Eagle Scout, BSA Troop 99	Apr 2014
<i>Senior Patrol Leader</i>	
<ul style="list-style-type: none">Led 50 youth in the troop to supervise the creation of traffic control gate and two bat houses for Service Project	
Spanish Club – Hempfield High School	Sep 2015 – May 2016
<i>President and Founder</i>	
<ul style="list-style-type: none">Designed club to focus on volunteering, cultural awareness, and academic excellence in Spanish language and Hispanic community for over 60 members	

VOLUNTEER ACTIVITIES

Order of the Arrow Lodge 39 , <i>Lodge Chief</i> , Lancaster, PA	Sep 2015 – Sep 2016
<ul style="list-style-type: none">Presented national-level training sessions on setting goals, leading successful activities, and how to communicate effectively to over 300 youth; earned the Vigil Honor, the highest distinction in the OrderServed as treasurer, determining breakdown of over \$20,000	
ACTION at Penn , <i>Internal Director</i>	Sep 2016 – Present
<ul style="list-style-type: none">Tutor elementary students in West Philadelphia and teach Spanish to students weekly, coordinate weekly group travel to parts of Philadelphia, lead general body meetings, and track all internal operationsEarned the <i>Emerging Leader</i> award from LatinX, ACTION's parent organization	

SKILLS, LANGUAGES, & INTERESTS

Skills: Excel, Word, PowerPoint, R, Java/HTML/CSS programming language, Communication, Sales

Language: Spanish – High speaking, writing, reading, and listening ability

Interests: Customer Satisfaction, Statistical Analysis, Exploring Local Trails, Cultural Immersion, Event Planning, Skiing