

# Madeleine Mooney

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## EDUCATION

### Ramapo High School

Expected Graduation: June 2024

- **Cumulative GPA:** 4.31/4.0
- **Honors/Awards:** Superintendent's List (received all As) - 8 out of 10 marking periods, Principal's List (received one B and all As) - 2 out of 10 marking periods, Hugh O'Brian Youth Leadership Ambassador, Harvard Crimson Global Essay Competition Participant, Girls Who Code Summer Immersion Participant

## WORK EXPERIENCE

### GM Office Interiors, Ltd.

Jul 2021 - Aug 2022

*Jr. Administrative Assistant - Summer*

*Franklin Lakes, NJ*

- Performed clerical administrative duties during the summer months
- Organized customer data and profiles and worked under company payroll department

### B & R Summer Tennis Camp

Jul 2021 - Aug 2021

*Jr. Tennis Instructor - Summer*

*Allendale, NJ*

- Provided tennis instruction to young children ages 4 through 6 through fun games and activities
- Helped young children learn the fundamentals of tennis and enjoy the game

## EXTRA-CURRICULAR & COMMUNITY SERVICE ACTIVITIES

### Interact Club (Community Service) - Ramapo High School

Sep 2020 - Present

*Active Member/Volunteer: 70 Hours & 55 events*

*Franklin Lakes, NJ*

- Attended weekly meetings and participated in numerous community service related events during freshman, sophomore and junior year.
- Collected donations for Haiti Shoe Drive, women's hygiene, fabric masks, Emmanuel Cancer Food Drive, Toys for Tots and Annual Holiday Festival at Ramapo High School for Roberto Clemente School in Paterson, NJ
- Created Holiday cards and place mats for Christian Health Care Center and dog blankets for local animal rescue centers
- Volunteered at Ridgewood Recycling, Buddy Walk, Father's Cupboard (local food pantry) and Franklin Lakes 5K Marathon during the weekends
- Awarded Certificate of Interact Star Status for volunteering over 25 of hours of community service during 2020/2021 and 2021/2022 School Years

### Model Catholic (High School), Church of Saint Elizabeth

Aug 2021 - Present

*Active Member/Volunteer: 35 Hours - 15 hours in sophomore year + 20 hours in junior year*

*Wyckoff, NJ*

- Selected as High School Model Catholic to represent Church of Saint Elizabeth Parish
- Coordinated activities to expose young teens in the community to God's love, encourage a life of service to God, and provide a safe place for teens to enjoy each other's company
- Led and planned activities for yearly Confirmation Retreat for potential Confirmation candidates

### Light Youth Ministry, Church of Saint Elizabeth

Aug 2021 - Present

*Active Member/Volunteer - 30 Hours - 15 hours per academic year*

*Wyckoff, NJ*

- Light Youth Ministry desires the teenagers of Saint Elizabeth's to deepen their relationship with Christ and the Church.
- Acted as leader of group activities to assist 8/9th graders in preparation of the Sacrament of Confirmation
- Attended bi-weekly youth ministry meetings, participated in Bridges RUN and annual Box of Joy Donation Drive, and planned activities for Annual Confirmation Retreat

### MAD4Kids

Sept 2020 - Present

*Active Member/Volunteer - 6 hours*

*Franklin Lakes, NJ*

- MAD4Kids is a non-profit organization created to raise social and global awareness in local communities and give those communities the challenge of acting.
- Attended meetings and participated in various fundraising activities for local communities

### Families for Families

Dec 2022 - Present

*Volunteer - 12 Hours - 4 events over the course of 12 weeks*

*Wyckoff, NJ*

- Families for Families is a non-profit that connects families from affluent areas to low-income families by providing material goods and fostering relationships between families.
- Assisted with Holiday Gift Donation Drive by organizing dropped-off holiday gifts for distribution
- Organized household items and clothing by putting away items on donation table, looking to see which shelves need to be organized, and noting if we are low on any types of items

### Ramapo High School's Annual Holiday Festival

Nov 2021 - Present

*Volunteer - 5 Hours - 1 day event + time for purchasing donations/gifts*

*Franklin Lakes, NJ*

- Participated in Ramapo High School's annual Holiday Festival for Roberto Clemente Elementary School in Paterson.
- Acted as a student escort by taking assigned child through various games and activities sponsored by other HS students and donated gift cards for students due to COVID-19 restrictions in grade 10

### Wyckoff YMCA

Sept 2021

*Volunteer - 5 Hours - 1 day event*

*Wyckoff, NJ*

- Participated in annual Bergen County Buddy Walk which brings together members of the Wyckoff Community to raise

awareness of individuals with Down syndrome and other Special Needs

- Volunteered at the annual Wyckoff Day which connects neighbors, local businesses, civic groups and non-profits within the town community. Oversaw and executed part of the arts and crafts tent

#### **PAW (Promote Animal Welfare)**

**Sept 2021 - June 2022**

*Active Member/ Volunteer - 3 Hours - 2 events*

*Franklin Lakes, NJ*

- Club dedicated to raising awareness and funds for local animal rescues/shelters, as well as endangered animals in the Community
- Organized donation drives for critical pet supplies for Ramapo-Bergen Animal Refuge, INC. in Oakland, NJ.

#### **Lindsey Meyer Teen Institute - Bergen County Task Force**

**Dec 2021 - May 2022**

*Volunteer - 3 Hours - 3 virtual events*

*Virtual Program*

- Non-profit organization located in Secaucus, New Jersey that focuses on young leadership potential and positive change within schools and communities
- Learning sessions, process groups and conversations about racism and real-world issues

### **ATHLETIC ACHIEVEMENT**

#### **Ramapo High School JV Tennis Team**

**Aug 2020 - Present**

*Junior Varsity Team Captain*

*Franklin Lakes, NJ*

- Selected as Captain to lead the high school Junior Varsity Tennis Team junior year
- Acted as a liaison between JV coach and team members by communicating schedule and line-up changes to tennis team
- Member of the JV Tennis team during freshman, sophomore and junior year

#### **Ramapo High School Girls Lacrosse Team**

**Mar 2021 - Present**

*Varsity Team Member*

*Franklin Lakes, NJ*

- Active player on Freshman team during Freshman year (2020)
- Active player on Varsity Team during Sophomore year (2021)
- Participated in pre-season training and team bonding activities

#### **USTA Jr. Tennis League**

**Oct 2020 - Present**

*Team Member*

*Bergen County, NJ*

- Active member of Quest 18U USTA Jr. Tennis Team
- Played various tennis matches against other tennis clubs in local area during the weekends

#### **X-Treme LAX Factory Club Lacrosse**

**Apr 2018 - Aug 2022**

*Team Member - Class of 2024*

*Oakland, NJ*

- Competed during the summer months in various tournaments all throughout the country
- Played competitive lacrosse with girls from different high schools in north eastern states

### **LEADERSHIP ACTIVITIES & AWARDS, RECOGNITION AND CERTIFICATES**

#### **Hugh O'Brian Youth Leadership - Kean University**

**June 2022**

*Ambassador*

*Union, NJ*

- Selected as Ambassador to represent Ramapo High School - Franklin Lakes, NJ in a three-day overnight seminar with other rising high school juniors at Kean University
- Participated in hands-on leadership activities and learned about the significance of nonprofits for communities. Networked with various leaders within the local community
- Awarded Certificate of Outstanding Leadership Potential as demonstrated by the desire to learn and to share knowledge with respect for others

#### **TNT (Teens Need Teens)**

**Sep 2021 - Present**

*Student Leader*

*Franklin Lakes, NJ*

- Recommended by Ramapo High School Faculty to become a member of natural student leaders throughout the high school
- Implemented activities that promote a positive atmosphere among Ramapo High School community, including new student breakfasts, the Pause Project, teacher appreciation notes

#### **Girls Who Code Summer Immersion**

**Jul 2022 - Aug 2022**

*Selected Participant - 2 weeks*

*Virtual Program*

- Selected to participate in Girls Who Code Summer Immersion Program
- Developed Advocacy website that discusses impact of social media on mental health using Javascript, HTML and CSS
- Presented advocacy website to mentors at Ford Motor Company
- Awarded Certificate of Completion for the 2 week virtual Summer Immersion Program

#### **Harvard Crimson Global Essay Competition**

**Feb 2022**

*Active Participant*

- Awarded Certificate of Participation in the Harvard Crimson Global Essay Competition

#### **CLew HOBY Workshop**

**Apr 2021**

*Selected Participant*

*Virtual Program*

- Selected to represent Ramapo High School as a freshman at the CLew workshop for 6 hours over the weekend
- Interacted with several other freshman students in the leadership workshop