

Trisha Faust

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107 E. Elm Street Emmaus, PA 18049

Education

Millersville University, PA

AUG 2014 – DEC 2018

Bachelors in English and Secondary-Education

Final GPA: 3.56

Drexel University, PA

APR 2023 – MAR 2025

Masters in Library and Information Science

Current GPA: 4.0

Experience

Kutztown University

MAY 2023 - PRESENT

Secretary for Secondary-Education

- Communicate with and assist faculty regarding planning events, scheduling courses, and ordering materials
- Assist students with enrollment of courses
- Provide customer service to patrons to explain programs and courses offered in the secondary education department
- Answer phone calls, emails, and filing paperwork

Quakertown Community High School

SEPT 2022 – MAY 2023

Long-Term Substitute Teacher for English

- Facilitate presentations and projects with provided resources
- Communicate and collaborate with colleagues and management
- Maintain accurate and updated records regarding academic data
- Assist with work events and provide customer service to patrons

Innovative Arts Academy

AUG 2021 – SEPT 2022

Middle and High School English Teacher

- Design and facilitate presentations and projects
- Communicate and collaborate with colleagues and management
- Maintain accurate and updated records regarding academic data

Commonwealth Charter Academy

OCT 2020 – AUG 2021

High School English Teacher

- Design and implement virtual presentations and meetings
- Communicate and collaborate with colleagues and management
- Assist with marketing events and pitch program to interested patrons
- Provide customer service and assist with various questions regarding technology, data, and events
- Learn and utilize multiple online resources (Microsoft Teams, Zoom, Google Suit, etc.)

McNairy Library & Learning Forum AUG 2015 – DEC 2018

Student Supervisor and Trainer

- Train and support new student staff members
- Operate software pertaining to EZ-Loan Library, Interloan Library, and Microfiche scanning
- Provide customer service and research assistance to all patrons
- File paperwork, answer phones, schedule appointments for librarians, and respond to emails
- Handle small finances

New York & Company

MAY 2016 – AUG 2019

Sales Associate

- Provide customer service and assistance
- Create marketing displays in store
- Operate cash registers and handle purchases
- Assist with training new employees
- Answer phones, assist with paperwork, and keep store organized