

Haley Rose Thompson

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Education

Rosemont College

Philadelphia, PA
Graduated May 2019

- Bachelor of Science Degree in Clinical Sociology with a minor in Ethics and Leadership and Theology and Religious Studies
- Cumulative GPA: 3.89

Academic Honors

- Dean's List
 - Magna Cum Laude
 - Kistler Honor Society
 - Delta Epsilon Sigma National Honor Society
- Fall 2015 - Spring 2019

Professional Experience

Admissions Office Assistant

Rosemont College

Bryn Mawr, PA
May 2019 - Present

Assisting the Admissions staff with communicating to students, running daily office tasks, sending out mail, and entering new prospective students into the colleges Sales Force system.

Office Assistant

Swarthmore College

Swarthmore, PA
June 2017 - Present

Assistant to the Administrative Coordinators in the Provost's Office. Duties include filing, office organization, copying and scanning of documents, and other office responsibilities as directed.

Student Ambassador

Rosemont College

Bryn Mawr, PA
October 2016- May 2019

Student worker on campus who gives tours to prospective students, faculty, and those who are interested in Rosemont College. Helped to coordinate and run open houses held on campus. During my senior year I was a Head Ambassador and acted as the main point of contact for all 20 Ambassadors within the program.

Student Administrator

Rosemont College

Bryn Mawr, PA
October 2016- May 2019

Office assistant in the Student Enrollment Office. Duties include, application entry in Sales Force, application filing, acceptance packet assembly, including correspondence from other campus offices.

Support Assistant

LinGroup

Aldan, PA
February 2018- March 2019

Assisting adults with intellectual disabilities to meet goals, interact in the community, complete tasks independently, and live their life to the fullest.

Skills

- Soft Skills: Leadership, Communication, Customer Service, Public Speaking
- Technical Skills: Microsoft Office, Salesforce, Jenzabar