



Career Development

Resume Information & Samples

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Career Development
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RESUME BASICS

PURPOSE OF A RESUME

A resume is an introduction of your knowledge, experience, and skills to an employer. You need to know what employers want and then tailor/personalize your resumes towards the job and employer. Give the impression that this is the job you want, and the place you want to work at. You need to:

- Have strong content and format.
- Demonstrate you have the skills and knowledge to be successful at the specific position.

BEFORE YOU START WRITING YOUR RESUME

Identify your knowledge, skills and experiences. List the different resume sections you want to consider, including:

- Objective, Professional Summary, Profile, Qualifications
- Education, Related Coursework, Honors/Awards
- Related Experience, Work Experience, Volunteer
- Leadership Activities, Student Clubs
- Professional Development/Associations
- Skills, Research

WRITING YOUR RESUME

When working on writing your resume bullets, consider these questions:

- What did you do? How did you do it? For what purpose? What was the result?

Use the following steps to brainstorm what to include from your jobs and projects.

Step 1:

For each job/internship/volunteer experience you had write down the following:

- Employer's name, location, job title, dates of employment
- What were your job responsibilities?
- What did you accomplish?
- What skills and knowledge did you develop and enhance?

Step 2:

It is important that you understand what specific industry skills and transferable skills are important for the career field you are interested in.

- Specific Industry Skills: Research and understand what skills, knowledge and experience is important to get a job in the career field you are interested in.
 - Job descriptions. Read job descriptions of future jobs you might be interested in. Take note of the skills, knowledge and experience the employer is looking for. If you feel you are strong in some of those areas you can include that information on your resume. Research jobs on websites such as Handshake and Indeed.
 - General career information. Use the U.S. Department of Labor website to review occupation-specific information. Go to www.onetonline.org and type in the job you want to review in the top right search box. This will provide you with information on that career field including skills, knowledge, and experience that is important to get into this field.

- Transferable Skills (Career Readiness Competencies)
 - These are skills that employers look for and that you use in most jobs, no matter the title or the field. These can be skills you developed and enhanced in jobs, internships, classes, student clubs, student-athlete, and much more. If you are strong at these skills you can include this information in a skills section or within descriptions. Some common transferable skills include:
 - Adaptable/Flexible, Communication, Critical Thinking, Diversity, Equity & Inclusion, Initiative, Leadership, Organizational Ability, Problem-Solving, Professionalism, Teamwork, Technology.

Step 3:

Personalize your resume towards the job you want or at the very least the career field you are interested in. When preparing your resume for a specific position do the following:

- Write down the employer's name, location, job title
- Review the job description.
 - What type of industry and organization is this? (Products, services)
 - What are the job duties?
 - What skills and knowledge are required?
 - What tasks, skills and knowledge do you have that match or are similar?

ACCOMPLISHMENT-FOCUSED

Creating an Accomplishment-focused resume (rather than generic bullets) will help your resume stand out and sell you to the potential employer. Responsibilities state what you did while accomplishments demonstrate how well you did. Your document should have a mix of both.

Example:

Responsibility-focused:

Sunrise Assisted Living Facility, Summit, NJ

May 2023-June 2025

Business Manager

- Responsible for the daily operations of facility's administrative office.
- Oversaw the management of health benefits for all employees.
- Wrote grants and served on various committees, including the activities committee.

Accomplishments-focused:

Sunrise Assisted Living Facility, Summit, NJ

May 2023-June 2025

Business Manager

- Managed finance and administration of retirement community with a \$22 million budget and 550 residents.
- Saved \$200,000 in costs for the 2011-2012 fiscal year by implementing new employee benefits plan.
- Successfully secured a \$1 million grant for technology improvements.

Consider these questions to write accomplishment-focused statements:

1. What did you do to make this job your own? How did you take the initiative? How did you go above and beyond what was asked of you in your job description? What did you do to set yourself apart?
2. How has the organization benefited from your performance? How did you/will you leave this employer better off than before you worked there? List any awards.
3. Check your annual performance reviews for this job. Provide below any glowing or even complimentary quotes from your reviews. Did you consistently receive high ratings?
4. What tangible evidence do you have of accomplishments -- publications you've produced, products you've developed, software applications you've written?
5. How did you contribute to operational efficiency in this job? How did you help this employer or a part of the organization to save money, save time, or make work easier?
6. How did you build relationships or image with internal and/or external constituencies? How did you attract new customers or retain existing ones?
7. How did you help the organization fulfill its mission statement?
8. How did you solve one or more specific problems in this job? What were the problems or challenges that you or the organization faced? What did you do to overcome the problems?

*** Keep track of your accomplishments in a Word document, phone, notebook, etc.
This will help as you remember what you accomplished and updating your resume.*

ACTION WORDS

This is a categorized list of sample words to use for your bullets and descriptions.

Leadership	Communication	Organization	Teamwork	Research	Problem-Solving
Administered	Addressed	Arranged	Accommodated	Analyzed	Alleviated
Advised	Advertised	Catalogued	Adapted	Assessed	Augmented
Allocated	Authored	Categorized	Adjusted	Collected	Customized
Appointed	Clarified	Centralized	Aided	Compared	Elevated
Approved	Communicated	Charted	Altered	Computed	Enlarged
Assigned	Composed	Classified	Assisted	Conceptualized	Extended
Authorized	Condensed	Compiled	Collaborated	Concluded	Extracted
Chaired	Contacted	Correlated	Contributed	Conducted	Finalized
Delegated	Convinced	Distributed	Cooperated	Confirmed	Fulfilled
Designated	Corresponded	Generated	Fostered	Critiqued	Generated
Educated	Counseled	Linked	Instructed	Deciphered	Implemented
Empowered	Defined	Maintained	Motivated	Deliberated	Polished
Enabled	Drafted	Orchestrated	Participated	Determined	Procured
Encouraged	Edited	Organized	Partnered	Diagnosed	Rectified
Endorsed	Explained	Oriented	Stimulated	Estimated	Reduced
Enforced	Expressed	Planned	Supported	Evaluated	Refined
Enhanced	Informed	Prioritized	Tailored	Examined	Reformed
Established	Interpreted	Processed		Forecasted	Rehabilitated
Evaluated	Interviewed	Provided	Creativity	Formulated	Reinforced
Executed	Lectured	Recorded	Brainstormed	Gathered	Rejuvenated
Facilitated	Marketed	Regulated	Designed	Identified	Relieved
Fostered	Negotiated	Reviewed	Engineered	Integrated	Remedied
Guided	Officiated	Scheduled	Entertained	Investigated	Remodeled
Hired	Persuaded	Sorted	Envisioned	Located	Restored
Improved	Presented	Submitted	Fashioned	Measured	Retrieved
Incorporated	Promoted	Standardized	Modeled	Prescribed	Settled
Increased	Publicized	Updated	Performed	Prioritized	Solicited
Influenced	Recommended		Produced	Projected	Streamlined
Instructed	Reconciled	Technical	Shaped	Researched	Strengthened
Instituted	Referred	Assembled	Visualized	Reviewed	Supplemented
Judged	Reported	Built		Solved	Transformed
Led	Responded	Computed	Financial	Studied	
Managed	Suggested	Conserved	Appraised	Substantiated	
Moderated	Summarized	Constructed	Audited	Surveyed	
Motivated	Translated	Developed	Balanced	Systemized	
Oversaw	Wrote	Installed	Budgeted	Tested	
Recommended		Operated	Calculated	Validated	
Recruited		Programmed	Estimated		
Scheduled		Specialized	Marketed		
Strengthened		Upgraded	Purchased		
Supervised			Projected		
Trained			Reduced		

RESUME CHECKLIST

Review your resume to see if your format and content are strong.

Format

- Layout needs to be easy-to-read for the recruiter.
- Create your resume as a Word document and avoid templates, tables, images, color, headers, and columns. Those tend to have awkward formatting and can be difficult to read and find information.
- Use the enter and tab keys when spacing.
- Font recommendations: Times New Roman, Arial, Calibri, Garamond.
- Font size between 11 -12 (Names and Headings may be larger so they stand out).
- Bold. Don't bold too many items, information won't stand out. Bold items such as your name, section headings, degree/major and job titles.
- Margins between 0.7-1inch. Adjust under the Layout tab.
- Spacing should be set at zero for before/after. Review spacing under the Layout tab. Enter spaces where needed. Use spaces to separate sections and items such as jobs.
- Format choices should remain constant, including fonts, bullets points line-up, bolding, underlining and other content. For example, if you bold your job titles then all job titles should be bolded.

Content

- Save your document as something formal, "Resume for Your Name." Remember the reader can see the file name, when emailed or uploaded, and you want it to be saved as something professional.
 - Create different sections that you want to include. Some examples include: Objective/Professional Summary/Profile/Qualifications, Education, Related Coursework, Honors/Awards, Related Experience, Work Experience, Volunteer, Leadership Activities, Student Clubs, Professional Development, Associations, Skills, Research.
 - Make sure your education section has your official degree and major.
 - For jobs, include company name, job title, dates employed, city and state. Use bullets for describing what you did and accomplished.
 - Avoid first-person like I, me, and my. Exceptions can include for your introduction section (objective, qualifications, profile).
 - Start bullet points with action verbs.
 - Use the proper tense for verbs. Past tense for past experiences, and present tense for current experiences.
 - Highlight transferable skills in jobs that aren't directly related towards your future career industry.
 - Double-check for errors in spelling, grammar, typos, and formatting.
 - Have it reviewed by Career Development.
-
- Review the various resume samples below for ideas on formatting and phrasing. While specific majors may not be listed, the strategies shown can be adapted for any field.
 - Remember, these examples are provided for guidance only—please adapt them to reflect your unique experiences and skills.

SAM ACCOUNTANT

1325 Sumneytown Pike

Lansdale, PA 12345

student.s@gmercyu.edu

(123) 555-6789

www.linkedin.com/in/SamAccountant

QUALIFICATIONS FOR AN INTERNSHIP IN ACCOUNTING

Detail-focused, highly ethical accounting professional working towards BS in Accounting with work experience demonstrating consistent achievement of organizational and fiscal objectives and goals.

Knowledge and skills areas include:

- Audits and financial statements, General ledger accounting, Financial analysis
- Accounts receivable/payable, Audit review procedures, Banking/teller operations
- Customer service relations, Teamwork and communication, Problem solving

EDUCATION

Gwynedd Mercy University, Gwynedd Valley, PA

Bachelor of Science in Accounting

Graduate: May 2025

- Relevant coursework: Intermediate Accounting I & II, Personal Taxes, Auditing, Economics

RELATED COURSEWORK

Intermediate Accounting II, Gwynedd Mercy University

Spring 2025

- Worked as a member of a four-person team to develop a successful accounting system for local small business with the goal of streamlining their system by introducing updated technology
- Final project was implemented by the company, saving the accountant time and money

RELATED EXPERIENCE

Accounting Department, Gwynedd Mercy University

Fall 2024

Tax Preparation Volunteer

- Assisted local families with preparing and filing their income taxes
- Gained experience with various income tax forms and enhanced customer service skills

Business Club, Gwynedd Mercy University

Fall 2023-present

Member

- Manage the organization's budget and finances, including for programs
- Participated in raising more than \$8,000 for a local cancer society by assisting with fundraisers
- Created and designed social media sites, including Facebook and Twitter to improve the organization's outreach to the Gwynedd community

OTHER EXPERIENCE

Iron Hill Brewery, North Wales, PA

Summer 2022-present

Server and Shift Manager

- Provide customer service and supervise a staff of 8-10 employees during closing shifts.
- Maintain accuracy of all cash register draws.
- Assist in the hiring and training of new employees.

PROFESSIONAL DEVELOPMENT

- Member, Pennsylvania Institute of Certified Public Accountants (PICPA) Fall 2024-present
 - Attended PICPA Conferences in 2023, 2024

JENNIFER BIO
5555 Hamilton Ave.,
Philadelphia, PA 19104
(215) 646-7300
bio@gmercyu.edu

SUMMARY

Analytical and detail oriented senior biology student seeking a microbiology-related internship that will utilize my current laboratory skills as well as expand and develop my knowledge in laboratory science.

EDUCATION

Gwynedd Mercy University; Gwynedd Valley, PA

Graduate: May 2026

Bachelor of Science in Biology

- Minor: Chemistry
- Coursework: Cellular Biology/Biochemistry, Biological Basis of Psychiatric Disorders

RELATED SKILLS

- Laboratory Techniques: Sterile Technique, Tissue Culture, Protein and DNA Electrophoresis, Intramuscular Immunizations, Cell Electroporation, DNA extraction, Agarose Gel Electrophoresis
- Other Knowledge: Microsoft Office (Word, Excel, PowerPoint, Access); talent for organizing spreadsheet data; skilled at organizing large amounts of data for presentations and group meetings

RELATED EXPERIENCE

Department of Biology, Gwynedd Mercy University

2024-Present

Laboratory Assistant

- Offer lab support to freshmen and sophomore students
- Maintain and organize lab and daily maintenance including dishes, media and sterilization
- Provide detailed record keeping and laboratory notebook for professors

Department of Biology, Gwynedd Mercy University

Summer 2024

Research Assistant

- Assisted faculty members with on a project investigating genetic diversity in bacteria; responsible for initial species isolation and preparation for DNA barcoding
- Investigated effects of elevated glucocorticoids in frontal cortex on behavior in rat model of anxiety

Violence Intervention Project, Children's Hospital of Philadelphia

Spring 2024

Clinical Research Assistant

- Assisted in health surveillance program that refers violently injured youth to community organizations
- Conducted follow-up interviews with patients from 3 major Philadelphia hospitals
- Created and organized precise database using MS Excel and Access

OTHER EXPERIENCE

Children's Hospital of Philadelphia

2023-Present

Hospital Volunteer

- Interact with patients in their rooms at bedside and at the activity center
- Provide sensitivity and positive reinforcement to hospitalized children and their family

Inner-City Missions, Kensington, PA

2022-2024

Mentoring Program Coordinator

- Coordinated weekly tutoring and mentoring program
- Developed activities incorporating multiple learning styles

JOHN SMITH

123 Main Street, Ambler, PA 19123
215-555-1234, Smith.a@gmercyu.edu
Portfolio: www.googlesites.com/JohnSmith

PROFILE

Certified Teacher seeking a position at Norristown Elementary School as a fourth-grade teacher. Skills include:

- Enthusiastic and caring Teacher with a sincere interest in fostering students' growth and development
- Demonstrated ability to create and implement engaging and developmentally-appropriate lesson plans
- Energetic team member with highly effective communication skills

EDUCATION

Gwynedd Mercy University, Gwynedd Valley, PA

Bachelor of Science in Early Education (PreK-4) and Special Education (PreK-12), Graduated: May 2024

- GPA: 3.8

TEACHING EXPERIENCE

Penn Alexander School, Philadelphia, PA

Student Teacher, Third Grade, Spring 2024

- Planned and implemented two-week unit on environmental awareness and respect for the global community, which integrated all parts of the curriculum and addressed state standards
- Prepared and taught math, literacy, social studies, and science lessons
- Lead morning circle, shared reading and supervised transitions
- Helped manage discipline in classroom with 24 students

Independence Charter School, Philadelphia, PA

Pre-Student Teacher, Fifth Grade, Fall 2023

- Planned and implemented lessons on density and algebraic equations, as well as a friendship lesson based on Katherine Paterson's *Bridge to Terabithia*
- Supervised literature circles and math centers
- Led small group lessons for students who needed extra help with math and grammar topics

RELATED EXPERIENCE

Camp Tioga, Thompson, PA

Camp Counselor, Summers 2022-2024

- Supervised and mentored at a camp for 10-13 year old males from under-privileged backgrounds
- Taught drama classes and supervised production of end of the year plays, including casting, set design, and running practices

Local Families, Montgomery County, PA

Childcare Provider, 2020-2024

- Extensive experience in infant, toddler, young child and teen child care.
- Created a fun, safe environment for children with several different activities and games to keep them engaged and entertained while parents were at work.

ACTIVITIES

Montgomery County Community Theater

Member, Fall 2021-2024

- Volunteer drama class instructor for middle and high school students
- Received MCCT Award for outstanding commitment to the organization

CARL ROGERS

123 Centered Drive, Ambler, PA 19437
215-456-7890, rogers.carl@gmercyu.edu
LinkedIn: www.linkedin/in/CarlGwynedd.com

Objective

Seeking the position of Social Work Intern at the Penn Foundation where my community and social service experience and knowledge of mental health issues will be an asset.

Education

Bachelor of Arts in Psychology, Gwynedd Mercy University, Graduate: May 2025

- GPA: 3.8

Awards and Honors

- Psi Chi, The International Honor Society in Psychology
- Dean's List

Related Experience

Catholic Social Services, Norristown, PA

Social Work Intern, Fall 2024

- Provided individual and group therapy to adolescents with emotional and behavioral issues.
- Co-facilitated anger management and social skills group for participants aged 12-17.
- Developed treatment plans and coordinated with Department of Social Work staff.
- Created a project that helped adolescents explore personal issues through writing and video projects.
- Assisted in coordinating community outreach events, including a charity bike ride and art program. (examples of work can be found at www.linkedin/in/CarlGwynedd.com)

Research and Presentation Experience

Liberal Arts and Sciences Undergraduate Conference, Gwynedd Mercy University

Research Presenter, April 2025

- Displayed an informative poster on original research study on grit and related concepts in college students.

Gwynedd Mercy University, Gwynedd Valley, PA

Psychology Research Seminar, Fall 2024

- Conducted research with a team of five students on college students and mentorship.
- Gave survey to students and collected and analyzed the data, via Survey Monkey, and presented findings.

Leadership Activities

- Psychology Club, Gwynedd Mercy University, Member, 2023-Present
- Student Government Association, Gwynedd Mercy University, Member, 2024-Present
- Griffin Student Leadership Institute Conference, 2023

Work Experience

Sales Associate, Best Buy, North Wales, PA, June 2023-Present

Work Study, Athletics Department, Gwynedd Mercy University, Aug. 2024-Present

MICHAEL SCOTT

26 Manor Road; Gwynedd Valley, PA 19437
215-646-7300; scott.michael@gmercyu.edu

OBJECTIVE:

Seeking the Marketing Internship at USLI, to utilize my product planning and analysis skills.

EDUCATION:

Gwynedd Mercy University (GMercyU), Gwynedd Valley, PA
Bachelor of Science in Management, Graduate: May 2025

- GPA: 3.5
- Member of the Dean's Student Advisory Board

RELATED EXPERIENCE:

Marketing/PR Office, GMercyU, Gwynedd Valley, PA

Project Management Intern, Fall 2024

- Discussed marketing plan for graduate school programs with an outside representative to review ways to better connect with that population.
- Wrote press releases on events, activities, and student, faculty and staff achievements.

Research Design Company, Limerick, PA

Operations Research Intern, Summer 2024

- Conducted quantitative and qualitative interviews and one-on-one and group discussions to determine the satisfactory levels of the clients.
- Developed screeners, re-screeners and question maps which assisted in improving the organization of the research process.
- Aided in the recruiting process through cold calls, surveys and helped develop the sample population.
- Accurately and efficiently performed data entry and analysis.

LEADERSHIP ACTIVITIES:

Business Club, GMercyU, Gwynedd Valley, PA

Vice-President/Member, 2023-Present

- Organize professional development events, including panel discussions and employer site visits.
- Represent business students at Student Government Meetings to communicate club's needs and mission.

Student Activities Committee, GMercyU, Gwynedd Valley, PA

Event Planning Coordinator, 2023-Present

- Supervise the committee that plans programs such as dances, games and speakers.
- Utilize marketing knowledge and skills to publicize events, including designing posters and digital flyers.

Alternative Spring Break in Benson, VT, GMercyU

Volunteer, Spring 2024

- Assisted a local farm in planting, cleaning, assisting with seasonal projects, and learning how to continue to advocate for the Earth at GMercyU and other communities.

ADDITIONAL EXPERIENCE

Wawa, North Wales, PA

Sales Associate, March 2022-Present

- Utilize excellent communication, customer service and problem-solving skills in a busy work environment.

GWYNEDD GRIFFIN

1325 Sumneytown Pike; Gwynedd Valley, PA 19446
(215) 646-7300; griffin.g@gmercyu.edu
Portfolio: <http://gwyneddgriffin.weebly.com>

PROFILE

Highly creative individual with extensive leadership experience seeking a position in the field of marketing. Strengths include:

- Highly skilled in communicating effectively with customers, staff and management.
- Proven ability to meet targeted goals, and build professional relationships.
- Dynamic leader who communicates well in team environments and excels at multi-tasking.

EDUCATION

Gwynedd Mercy University (GMercyU), Gwynedd Valley, PA

Bachelor of Science in Marketing, May 2025

- GPA 3.68

WORK EXPERIENCE

Davidson and Jones Marketing Agency, Philadelphia, PA

Marketing Intern, Fall 2024

- Wrote press releases on different client's news, events, and achievements. (Writing samples on <http://gwyneddgriffin.weebly.com>)
- Accurately and efficiently performed data entry and analysis and researched media clips.
- Created, manage and utilize technology to enhance communication with clients including company's website (www.davisonsjonesmarketing.org), social media (Twitter/Instagram: @davidsonjonesmarketing), and YouTube (www.youtube.com/davidsonjonesmarketing).

Abercrombie & Fitch, Lansdale, PA

Sales Associate, Aug. 2023-Present

- Provided excellent customer service at a busy store in the Montgomery Mall.
- Took the initiative to come up with ideas to improve the look of the store including changing the layout.

LEADERSHIP EXPERIENCE

Business Club, GMercyU, Gwynedd Valley, PA

Marketing Manager/Marketing Assistant, 2023-Present

- Participated in raising over \$8,000 for a local cancer society by assisting with several fundraisers.
- Created and designed social media sites, including Facebook and Twitter to improve the organization's outreach.

Student Activities Committee, GMercyU, Gwynedd Valley, PA

Director of Event Planning and Publicity, 2023-Present

- Head of committee that plans dances, bingos, trivia nights, and other events on campus.
- Utilize marketing knowledge and skills to publicize events, including designing posters and digital flyers.

Baseball Team, GMercyU Gwynedd Valley, PA

Captain/Pitcher, 2023-Present

- Selected as 1 of 2 captains and provide leadership to a team with more than 40 members.
- Gained valuable leadership skills such as communication and problem solving.

HONORS/AWARDS

- Dean's List
- Awarded with scholarship to attend the American Marketing Association Conference

NURSING STUDENT

113 Main Street, Lansdale, PA 19446
215-646-7300, student.n@gmercyu.edu

QUALIFICATIONS FOR MEDICAL SURGICAL NURSE POSITION AT DOYLESTOWN HOSPITAL

- Excellent problem-solver with reputation for maintaining composure during high-stress situations.
- Utilizes exceptional planning, organizing, and prioritizing abilities to achieve best patient outcomes.
- Compassionate and empathetic nature with the ability to effectively communicate with patients, families, and medical staff.

EDUCATION:

Gwynedd Mercy University, Gwynedd Valley, PA
Bachelor of Science in Nursing, Graduate: May 2025

NURSING EXPERIENCE:

Clinical Rotations: 2023-present

Maternal Infant Care: Holy Redeemer Hospital, Doylestown Hospital

Pediatric Care: Children's Hospital of Philadelphia, St. Christopher's Hospital for Children

Medical Surgical Care: Chestnut Hill Hospital, Mercy-Suburban Hospital

Summary of Responsibilities:

- Provided bedside care, medication administration, IV's and dressing changes for patients.
- Assessed patient for clinical changes and notified the registered nurse and clinical instructor.
- Assisted in educating patients and family members about the health care needs of the patient.
- Charted and documented treatments according to hospital protocol.
- Obtained vital signs and performed physical assessments on all patients
- Assisted with ambulation and bedside exercises for all post-operative patients
- Recorded all findings in patient chart in a clear, concise manner

Doylestown Hospital, Doylestown, PA

Nurse Extern, Summer 2024

- Worked extensively with patients on ventilators gaining experience with tracheotomy care, closed and open suctioning, Foley catheters and PEG tubes.
- Participated in a pilot program for patients diagnosed with CHF consisting of daily rounds with Cardiologist, Physician's Assistant and RN, recording patient's progress and educating patient on nutritional and lifestyle changes necessary to live with the disease.

LEADERSHIP ACTIVITIES:

Student Nursing Association of Pennsylvania, Gwynedd Mercy University

Member, Fall 2024-Present

- Attend meetings and participate in fundraisers, including the annual Juvenile Diabetes Walk.

Student Activities Committee, Gwynedd Mercy University

Vice President, Fall 2024-Present

- Organize campus events including fundraisers, run monthly meeting with over 20 members, and assist with recruiting new members each semester.

PROFESSIONAL DEVELOPMENT:

- Member of Pennsylvania State Nurses Association, 2024-Present
- Member of American Nurses Association, 2024-Present
 - Attended Nursing Ethics Conference in March 2024