Jessica L. Gelormino

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Summary of Qualifications

- Customer Service Skills
- Leadership
- Hard working
- Self Sufficient

Education

The Pennsylvania State University
Smeal College of Business
Bachelor of Science in Accounting, May 2018
Two-piece: Real Estate
Minor: Entrepreneurship
Dean's List: Spring 2016
GPA: 3.15
Walter & Maria Florio and Jerry & Kathie Ellis Trustee Scholarship

Work Experience

December 2016 - Present

- Community Assistant, *The Park at State College (The Scion Group)* – State College, Pa
  - Job Description: clean clubhouse, file papers, work with residents and new prospects, take phone calls, respond to e-mails, enter and follow-up on leads, give tours of property, check in packages

August 2015 – May 2016

- RA / Intern, *Nittany Pointe Apartments (The Apartment Store)* – Altoona, Pa
  - Job Description: clean clubhouse, file papers, handle resident complaints, take phone calls, respond to e-mails, enter and follow-up on leads, give tours of property, check in packages

2013 – 2016 Summer only (May - August)

- Cashier → Cook / Shift Supervisor, *Prince Gallitzin Camp Store* – Patton, Pa
  - Job Description: Trained new employees, take orders, prepare food, handle customer complaints, oversee other employees, stock shelves, clean store, organize incoming deliveries

Additional Information:

Professional Membership: PICPA

Activities:

- Accounting Society, at University Park (2016 - current)
- Cheerleader for Penn State Altoona (2015-2016)
- Altoona Trading Club, (2015)
- 4H - Cambria County Fair & PSU rabbit shows
- Special Olympics (2012, 2014)
- Bible School Holy Name Church, Ebensburg (2010 – 2013)
- Real-Estate Bootcamp (Fall 2017)