
AVA SCHIFANO

Matawan, New Jersey, 07747

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(908) 907- 3646

EDUCATION

The University of Scranton, Kania School of Management
Bachelor of Science in Business Administration

- Overall GPA: N/A

Scranton, PA
Anticipated Graduation May 2029

Saint John Vianney High School

Diploma

- Overall GPA: 3.3/4.0

Holmdel, NJ

June 2024

WORK EXPERIENCE

Evolution The Salon

Front Desk Receptionist

- Greeted Clients, checked them in, and scheduled appointments
- Handled payments and deposits
- Helped keeping the front desk organized and waiting area clean for clients

Shrewsbury, NJ
January 2025- June 2025

Dermatology Authority

Personal Assistant

- Worked with Excel and nutshell to keep track of incoming dermatologist
- Managed day to day tasks and created schedules to keep things organized
- Communicated with dermatology residents and business

Long Branch, NJ
September 2024- May 2025

VOLUNTEER EXPERIENCE

School Community Volunteering

Clothing/Food Drive

- Participated in multiple food and clothing drives
- Worked with my peers to organize events

Holmdel , NJ
December 2023-April 2024

LEADERSHIP EXPERIENCE

Cheer Matrix

Cheerleading Coach

- Helped Schedule Practices and assisted other coaches
- Provided a safe and friendly environment for the kids

Matawan, NJ
February 2022- May 2022

ADDITIONAL INFORMATION

Skills: social media, Nutshell, Microsoft (Excel) and Google

Interests: Fashion and styling