

DAVALYN URSICH

davalynu7@gmail.com | www.linkedin.com/in/davalynursich

115 Cottage St.
Honesdale PA, 18431
(570) 616-7095

EDUCATION

The University of Scranton, Kania School of Management

Bachelor of Science in Accounting

Scranton, PA

Anticipated Graduation May 2027

- Overall GPA: 3.81
- Business Honors Program
- Omega Beta Sigma Honors Program
- Beta Alpha Psi Honors Society

Honesdale High School

Diploma

Honesdale, PA

June 2023

- Overall GPA: 4.21
- Washington Irving Chapter of the National Honors Society

PRACTICAL EXPERIENCE

McDonald's

Crew Trainer

Honesdale, PA

July 2020-Present

- Operated cash registers, processed customer orders, and handled payments efficiently
- Worked as part of a team to meet service goals, such as order completion times and customer satisfaction
- Trained new crew members in company policies, procedures, and safety protocols, ensuring a smooth onboarding process
- Monitored trainee progress and provided constructive feedback to enhance their skills

Lakeside Elementary School

Apprentice Teacher

Honesdale, PA

August 2022-June 2023

- Assisted lead teacher in developing and implementing lesson plans that catered to diverse learning styles
- Facilitated small group activities, fostering peer collaboration
- Managed classroom resources and materials, ensuring a well-organized and efficient learning environment
- Assisted with assessment and grading, helping to track students' progress and maintain accurate records

Dutch Girl Bookkeeping

File Clerk

Honesdale, PA

July 2021-October 2022

- Organized physical filing systems, ensuring quick and accurate document retrieval
- Utilized office equipment, such as photocopiers, to reproduce documents as needed
- Maintained confidentiality and data security for sensitive documents and information

LEADERSHIP EXPERIENCE

Honesdale High School

Dress for Success Closet Coordinator

Honesdale, PA

November 2022-June 2023

- Managed and organized clothing donations to maintain a well-structured and accessible resource for students
- Assisted fellow students in selecting professional attire for job interviews and formal class presentations
- Conducted student intake interviews to assess clothing needs and preferences

Future Business Leaders of America

Member

Honesdale, PA

August 2022-June 2023

- Engaged in various FBLA activities, including competitions, conferences, and workshops
- Collaborated with peers on the Community Service Project to develop communication and teamwork skills
- Placed 8th in the Community Service Project at the Hershey, PA FBLA conference

ADDITIONAL INFORMATION

Skills: Microsoft Excel, PowerPoint, Tableau

Interests: Cooking, Softball, Travel

Activities: FBLA, Business Club, Kania Women in Business Club, Society of Accounting Students (SAS), Beta Alpha Psi Honors Society (BAP), Omega Beta Sigma (OBS)