

JANE BURROWS

Ridgewood, New Jersey

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(201) 494-1251

EDUCATION

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

Scranton, PA
Anticipated Graduation May 2029

- Overall GPA: 3.31/4.00
- Faber Scholarship given for academic achievement
- Ignatian Award

Ridgewood High School
Diploma

Ridgewood, NJ
June 2025

- Overall GPA: 3.30/4.00

WORK EXPERIENCE

Private Family
Babysitter

Ridgewood, NJ
September 2020-Present

- Provided responsible childcare for multiple children, ensuring a safe and structured environment
- Managed meal preparation, transportation, and bedtime routines with strong attention to detail
- Demonstrated reliability, time management, and problem-solving skills in dynamic situations
- Communicated regularly with parents regarding schedules, expectations, and child progress

Ridgewood Country Club
Hostess

Paramus, NJ
September 2023-June 2024

- Greeted and seated guests while managing reservations in a high-volume dining environment
- Provided attentive customer service to enhance guest satisfaction and dining experience
- Handled phone inquiries and maintained accurate waitlists during peak hours

Youth Lacrosse Coach
Coach

Ridgewood, NJ
March 2021- Present

- Led practices and skill-development drills for youth athletes to improve fundamentals and game strategy
- Fostered teamwork, discipline, and sportsmanship in a positive and supportive environment
- Communicated regularly with parents and program coordinators regarding schedules and player development
- Ensured athlete safety by supervising activities and enforcing league rules and guidelines

VOLUNTEER EXPERIENCE

Morgan's Message
Ambassador

Ridgewood, NJ
September 2023-May 2025

- Promoted mental health awareness among student-athletes through campus outreach and peer engagement initiatives
- Organized and supported events to encourage open conversations about mental health in athletics
- Collaborated with campus organizations and athletic teams to expand program visibility and impact

Special Needs Basketball
Coach

Ridgewood, NJ
December 2020-March 2021

- Fostered a supportive, inclusive environment that encouraged participation and teamwork
- Adapted coaching techniques to meet individual abilities and learning styles
- Communicated progress and goals with parents and program coordinators to ensure a positive experience

CAMPUS INVOLVEMENT

Women's Lacrosse Team, Member

Fall 2025-Present

OTHER INFORMATION

Skills: Social Media (Facebook, Twitter, Instagram)
Microsoft Office (Excel, PowerPoint, Word)

Interests: Cooking, Baking, Lacrosse