

# MAYDELIN CATALAN

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## EDUCATION

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

**Scranton, PA**

*Anticipated Graduation May 2028*

- Loyola Scholarship given for academic achievement

**St. Anthony's High School**

**South Huntington, NY Diploma**

*June 2024*

- Overall GPA: 3.2

## WORK EXPERIENCE

**Gino's Tuscany**

*Hostess and Phone Receptionist*

**Massapequa Park, NY**

*July 2024-January 2025*

- Greeted and seated customers, ensuring positive first impressions
- Managed reservations and phone orders with professionalism and accuracy
- Coordinated with servers and kitchen staff to maintain smooth operations during peak hours

**C-Town Supermarkets**

*Cashier*

**Amityville, NY**

*February 2022-February 2023*

- Processed customer transactions while providing friendly service
- Handled cash, credit, and payments made with checks with accuracy and attention to detail
- Assisted with bagging, stocking, and maintaining a clean checkout area

## SHADOWING/INTERNSHIP EXPERIENCE

**Pearle Vision Care**

*Shadowing*

**Massapequa Park, NY**

*December 2024-January 2025*

- Observed patient examinations and learned about eye health and vision care
- Gained insight into practice operations, including patient scheduling and recordkeeping
- Developed understanding of customer service in a healthcare setting

## CAMPUS INVOLVEMENT

**The University of Scranton**

**Scranton, PA**

*Association of Latin American Students*

*August 2024- Present*

- Participate in cultural events and discussions to celebrate and promote Latin American heritage
- Collaborate with peers to support diversity and inclusion initiatives on campus

**The University of Scranton**

**Scranton, PA**

*United Cultures Organization*

*August 2024- Present*

- Engage in multicultural programs fostering cross-cultural awareness and community
- Assist in planning and attending events that promote student unity and global perspectives

**The University of Scranton**

**Scranton, PA**

*THRIVE First Generation Student Organization*

*August 2024- Present*

- Engaged in workshops, networking opportunities, and events supporting first generation students
- Participated in one-on-one mentorship as a first-year student to strengthen academic and social transition

## ADDITIONAL INFORMATION

*Activities:* Nail Technician

*Skills:* Customer Service, Microsoft Office (Excel, PowerPoint, Word), Social Media (Instagram, TikTok, Canva)

*Interests:* Art mediums