

MELISSA BRITEZ

Peapack, NJ 07977

melissa.britez24@icloud.com | www.linkedin.com/in/melissabritez

(908) 809-2315

EDUCATION

The University of Scranton, Kania School of Management

Scranton, PA

Bachelor of Science in Business Administration

Anticipated Graduation May 2028

- Overall GPA:
- Relevant Coursework: Career and Professional Development, Microeconomics, Macroeconomics, Financial Accounting I, Business Law

WORK EXPERIENCE

Dunkin

Scranton, PA

Crew Member

September 2024-August 2025

- Managed cash register operations, processed payments, and provided accurate change
- Prepared and served coffee, beverages, and food items according to company standards and customer preferences
- Maintained a clean and organized workstation, ensuring compliance with health and safety regulations

VOLUNTEER EXPERIENCE

Bernards High School Soccer Team

Bernardsville, NJ

Team Member

September 2023-June 2024

- Demonstrated strong leadership by motivating teammates and fostering a positive team environment
- Maintained a strong work ethic, taking responsibility for performance and continuous improvement
- Showed respect and appreciation for coaches, teammates, and opponents, promoting good sportsmanship

Bernards High School Wrestling Team

Bernardsville, NJ

Manager

December 2023-March 2024

- Recorded and maintained accurate match statistics to track team and individual performance
- Entered and organized data in official logbooks to ensure a comprehensive team record
- Assisted wrestlers with pre-match preparations, including warm-ups and equipment checks

Green Team

Bernardsville, NJ

Member

September 2020-June 2023

- Led awareness campaigns to educate and inform the community on key issues
- Engaged with community members through events, outreach programs, and collaborative initiatives
- Provided support to leadership by coordinating activities, managing communications, and assisting with strategic planning

Saint Elizabeth's Church

Bernardsville, NJ

Camp Counselor

July 2022-August 2022

- Fostered a positive and inclusive environment, promoting teamwork, personal growth, and community values
- Organized and facilitated group activities, games, and discussions to enhance campers' social and leadership skills
- Provided mentorship and emotional support, ensuring campers felt safe and encouraged throughout their experience

ADDITIONAL INFORMATION

Activities: Chemo Club, Business Club

Skills: Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Social Media

Interests: Soccer, Working Out, Hurling