

MADISON NOWAKOWSKI

Scranton, Pennsylvania 18508

madnowa0523@gmail.com | [linkedin.com/in/madisonnowakowski](https://www.linkedin.com/in/madisonnowakowski)

(570) 892-9069

EDUCATION

The University of Scranton, Kania School of Management
Bachelor of Science in Accounting

Scranton, PA
Anticipated Graduation May 2028

- Overall GPA: 3.81
- Dean's Scholarship
- Monsignor Bilski Scholarship
- Ignatian Award
- Xavier Grant

West Scranton High School
Diploma

Scranton, PA
June 2024

RELATED COURSES

Financial Accounting I
Financial Accounting II

WORK EXPERIENCE

Waitress

G&Ms at the Warehouse

Scranton, PA
October 2023-Present

- Managed multiple tables in a fast-paced environment, ensuring timely service and customer satisfaction
- Handled cash and credit card transactions and processed payments with accuracy
- Assisted with opening and closing duties, including setting up the dining area and completing side work

Babysitting

Private Family

Scranton, PA
April 2020-Present

- Supervised and cared for children of multiple ages, ensuring safety and well-being at one time
- Prepared healthy meals and snacks, accommodating restrictions and preferences
- Demonstrated patience, creativity, and adaptability in handling new and challenging situations

Food Runner

Grasso's Kitchen

Scranton, PA
May 2023-September 2024

- Delivered food orders accurately and timely from the kitchen to customers' tables
- Monitored guest needs and informed servers of additional requests that required attention
- Assisted with food preparation and plating during peak hours

VOLUNTEER EXPERIENCE

West Scranton Lady Invader Basketball Camp

Camp Instructor

Scranton, PA
August 2023

- Supervised and mentored groups of campers, encouraging teamwork and sportsmanship
- Ensured a safe and supportive environment by monitoring the behavior of campers
- Assisted in instructing the youth in basketball fundamentals

LEADERSHIP EXPERIENCE

West Scranton High School Basketball Team

Captain

Scranton, PA
August 2023-March 2024

- Maintained high energy levels and a positive attitude during games and practices
- Acted as a role model on and off the court
- Assisted coaches in resolving conflicts

ADDITIONAL INFORMATION

Skills: Social Media (Facebook, Instagram, Snapchat), Microsoft Office (Word, Excel, PowerPoint),
Google Workspace (Docs, Sheets, Slides)

Interests: Baking, Traveling