

# 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 2027*

- Overall GPA: 3.82
- Honor Society: Beta Alpha Psi
- Dean's Scholarship
- Monsignor Bilski Scholarship
- Ignatian Award
- Xavier Grant
- Anne Maroni Kadow Memorial Scholarship

**West Scranton High School**  
*Diploma*

**Scranton, PA**  
*June 2024*

## RELATED COURSES

Financial Accounting I  
Financial Accounting II  
Intermediate Accounting I

## WORK EXPERIENCE

### **Waitress**

*G&Ms at the Warehouse*

**Scranton, PA**  
*October 2023-Present*

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

### **Babysitting**

*Private Family*

**Scranton, PA**  
*April 2020-Present*

- Supervise and care for children of multiple ages, ensuring safety and well-being at one time
- Prepare healthy meals and snacks, accommodating restrictions and preferences
- Demonstrate 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:* Problem Solving, Productivity, Fitness & Wellness, Traveling