

# MARK PLAUS

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20 Renee Court  
Lawrence, NJ 08648  
(609) 571-5983

## EDUCATION

**The University of Scranton**, Kania School of Management

*Aspiring marketing professional*

- Current GPA: 3.20
- Deans List Spring 2024 and Fall 2025

**Robbinsville High School**

*Diploma*

- Overall GPA: 3.60/4.00

**Scranton, PA**

*Anticipated Graduation May 2026*

**Robbinsville, NJ**

*June 2022*

## PRACTICAL EXPERIENCE

**RKS Plastics**

*Sales Intern*

- Contacted existing customers to facilitate reorders and strengthen client relationships
- Conducted outreach to new leads and provided quotations
- Maintained accurate records of client communications in CRM systems
- Responded to inquiries regarding products, services, and deliveries with a customer-first approach
- Delivered superior service while developing problem-solving and professional communication skills

**Jamesburg, NJ**

*June 2025 – August 2025*

**Gelest Inc**

*Documentation Associate*

- Organized and sorted company and lab files to ensure accuracy and ease of access
- Worked closely with strong attention to detail to ensure files were properly organized
- Maintained confidentiality when handling sensitive documents

**Morrisville, PA**

*June 2024 – August 2024*

**Five Below**

*Cashier clerk*

- Received payment by cash, check, and credit cards, and issued correct payment to customers
- Assisted customers in utilizing self-checkout machines and troubleshooting issues
- Provided customer service and processed customers' returns
- Assisted other parts of the store, stocked shelves, and cleaned the store
- Counted money in the registers at the end of shifts to ensure the proper transaction logs

**Hamilton, NJ**

*June 2021-August 2022*

## VOLUNTEER EXPERIENCE

**Rise Food Pantry**

*Food Pantry Volunteer*

- Assisted organizers with opening and sorting donated items
- Packed items into packages to deliver to clients
- Pushed carts to clients' vehicles
- Assisted in cleaning food items, and the storage areas to meet safety standards
- Utilized interpersonal skills to politely interact with clients
- Collaborated with other volunteers to ensure smooth delivery

**Hightstown, NJ**

*August 2021*

## OTHER INFORMATION

*Skills:* Social Media (Facebook, Twitter, Instagram); Microsoft Word, Excel, PowerPoint, and Google programs

*Interests:* Sports, animals, and Music