

NORA PENCEK

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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

- Overall GPA: 3.29
- Dean's Scholarship given for academic achievement

North Pocono High School

Diploma

Scranton, PA

June 2024

- Overall GPA: 3.60/4.00

WORK EXPERIENCE

Infant Care Program

Childcare Assistant

Scranton, PA

January 2024

- Demonstrated strong time management while overseeing multiple children and maintaining a structured daily routine
- Cultivated a safe and supportive environment by implementing age-appropriate behavior management techniques
- Created a nurturing environment by engaging with children through play, conversation, and active listening

Birchwood Racket Club

Tennis Camp Facilitator

Clark's Summit, PA

June 2024- Present

- Assisted with setup and breakdown of courts, equipment, and daily schedules
- Taught basic to intermediate tennis techniques while promoting sportsmanship and teamwork
- Communicated with parents and staff to ensure a positive camp experience

Tasty Swirl

Ice Cream Server

Covington, PA

June 2021- Present

- Trained new employees on procedures, customer service, and food safety
- Handled cash, credit, and mobile transactions with attention to accuracy and efficiency
- Managed customer concerns or complaints calmly and professionally to ensure satisfaction

Private Family

Babysitter

Moscow, PA

May 2021

- Ensured a clean and safe environment by following household rules and safety protocols
- Handled minor emergencies with calm decision-making and basic first-aid knowledge
- Managed daily routines, including meals, playtime, naps, and bedtime

VOLUNTEER EXPERIENCE

Birchwood Racket Club, Buddy UP! Program

Assistant Tennis Instructor

Clark's Summit, PA

July 2021-Present

- Volunteered weekly with children and young adults with Down syndrome

- through adaptive tennis sessions
- Built meaningful relationships with participants to promote confidence, inclusion, and joy through sport
- Provided one-on-one support to athletes, offering encouragement and assistance with drills and games

Saint Eulalias Parish

Church Picnic Volunteer

Elmhurst, PA

July 2022 & 2023

- Assisted with food service, games, and clean-up
- Worked with a team to ensure a smooth, family-friendly event
- Welcomed guests and provided directions or support

LEADERSHIP EXPERIENCE

Noth Pocono National Honors Society

President

Moscow, PA

August 2023- June 2024

- Organized volunteer events and school-wide initiatives
- Motivated members and promoted academic excellence

North Pocono High School Tennis & Unified Track Team

Captain

Moscow, PA

August 2023- September 2024

- Acted as a link between players and coaches
- Balanced leadership with school and training
- Most Valuable Player (2023 & 2024)

ADDITIONAL INFORMATION

Activities:

The University of Scranton Tennis Team, Member of University of Scranton's: Women's Business Honor's Society Omega Beta Sigma, Kania Women in Business Club, Business Club, and Future Business Leaders of America