

# RILEY PIJUT

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(610) 428-5801

## EDUCATION

**The University of Scranton, Kania School of Management**  
*Bachelor of Science in Business Administration*

**Scranton, PA**  
*Anticipated Graduation May 2027*

- Overall GPA: 3.87/4.00
- Loyola Scholarship given for academic achievement
- Dean's List: 2 semesters

**Notre Dame High School**

**Bethlehem, PA**

*Diploma*

*June 2023*

- Overall GPA: 3.65/4.00

## WORK EXPERIENCE

**The University of Scranton Office of Residence Life & Housing**

**Scranton, PA**

*Resident Assistant*

*August 2024-Present*

- Mentor first-year students, providing academic and personal guidance
- Facilitate conflict resolution, ensuring a positive living environment
- Organize programs on wellness, social, and academic topics

**The University of Scranton Office of Student Support & Success**

**Scranton, PA**

*Mathematics Tutor*

*January 2024-Present*

- Adapt teaching methods to suit individual learning styles
- Clarify complex concepts to boost student understanding and confidence

*Mathematics Notetaker*

*October 2024-Present*

- Take detailed class notes for students with accommodations
- Upload notes promptly, ensuring immediate accessibility

**The University of Scranton Admissions**

**Scranton, PA**

*Royal Ambassador*

*October 2023-Present*

- Enthusiastically represent the university at events while exemplifying values and mission
- Guide prospective students around campus

**Crumbl Cookies**

**Easton, PA**

*Baker*

*June 2022-March 2023*

- Prepared and baked a variety of cookies following Crumbl's recipes and standards
- Maintained clean and organized baking equipment and workstations
- Produced high-quality cookies with attention to detail in ingredients and presentation

## INTERNSHIPS

**Wilkes-Barre/Scranton Penguins**

**Wilkes-Barre, PA**

*Ticket Sales Intern*

*September 2024-Present*

- Gain in-depth experience in the fast-paced sports industry through office and game night responsibilities
- Utilize Archtics for ticket sales, account management, and customer service

## LEADERSHIP EXPERIENCE

**The University of Scranton Programming Board**

**Scranton, PA**

*Coffeehouse Committee Co-Chair*

*May 2024-Present*

- Complete office hours for weekly planning
- Collaborate to organize and host live performances
- Design and create promotional materials, including posters and social media content to advertise events

## ADDITIONAL INFORMATION

*Activities:* Business Club (Secretary), Kania Women in Business (Alumni Relations Chair), Knitting Club (Secretary), Beading Hope, Kindness for Chemo, Random Acts of Kindness, and Circle K

*Skills:* Canva, Social Media (Instagram, TikTok, Facebook, X), Microsoft Office 365 (Excel, Outlook, PowerPoint, Word), Google Workspace (Drive, Docs, Sheets, Slides), Archtics