

Sam Millett

Clarks Summit, PA | 570-904-7421 | sammillett21@gmail.com

EDUCATION

Le Moyne College, Madden School of Business, Syracuse, NY

Bachelor of Science in Business Administration: Accounting, Expected Graduation: May 2027

GPA: 2.7

Scranton Preparatory School, Scranton, PA

High School Diploma, June 2023

Honors Math and Spanish | Football Team | Kairos Retreat

WORK EXPERIENCE

Millett Real Estate, Clarks Summit, PA

Property Maintenance Manager, May 2025 – Present

- Coordinated maintenance and repair projects across residential and commercial properties
- Managed landscaping schedules and ensured properties met safety and appearance standards
- Collected daily earnings from tenants and businesses, maintaining accurate records

SKILLS

Hard Skills: Microsoft Excel, Bookkeeping, Data Entry, Basic Database Management

Soft Skills: Communication, Leadership, Problem-Solving, Teamwork, Adaptability

ACTIVITIES & HONORS

Scranton Preparatory School: Football Team (3 years), Kairos Retreat, Honors Math and Spanish