
Gwendolyn Varley

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SKILLS

I am a hardworking and determined individual with strong interpersonal skills. Through my work experience, I have developed the ability to engage effectively with a diverse range of people and build meaningful connections. Additionally, I am a skilled problem solver and an attentive listener, qualities that have consistently supported my professional and personal growth.

EXPERIENCE

Lancaster Country Club, Lancaster, PA - *Poolside Server*

May 2025- Present

- Assisted members with anything they may need around the pool or at the clubhouse. Provided detailed responses about different questions or issues they presented.
- Engaged with children at the pool and provided a safe environment for them and their families to relax and enjoy hospitality.
- Worked promptly and easily made accommodations for all members to make their experience exquisite.

Ace Hardware, New Holland, PA - *Cashier*

January 2021 - December 2024

- Engaged effectively with a diverse range of individuals to foster clear communication and positive interactions.
- Assisted customers in locating merchandise and provided detailed responses to inquiries, ensuring a positive shopping experience.

PA State Representative District 99 Office, Harrisburg, PA - *Internship*

January 2024 - June 2024

- Effectively communicated with residents and attentively addressed their concerns.
- Managed email correspondence and organized physical and digital filing systems.

EDUCATION

Garden Spot High School, New Holland, PA - *High School Diploma*

August 2020 - June 2024

Throughout my education here, I gained valuable skills and experienced meaningful personal growth, shaping my work ethic and communication abilities.

Holy Family University, Philadelphia, PA - *Bachelor's Degree*

August 2024 - Present

Currently enrolled in the honors program at the university, pursuing a degree in English with a strong focus on journalism. Committed to developing advanced writing, research, and communication skills with the long-term goal of becoming a professional journalist. I am also a student-athlete, a part of the Women's Lacrosse team.

AWARDS AND ACCOMPLISHMENTS

Captain for HS Varsity Women's Basketball

Captain for HS Varsity Women's Lacrosse

2024 HS Outstanding Female Athlete of the Year

Dean's List for First Semester

The Hidden Opponent Campus Captain

References:

Jacquie Eby

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