

Ethan Scharf

1513 Manchester Court, West Chester, PA 19380
Phone 610-360-7199, e-mail Escharf85@gmail.com

SUMMARY

Energetic, enthusiastic, people-oriented, technologically-adept college graduate with a strong work ethic seeking challenging position in administrative support at a quality organization in the New York metropolitan region. Learn more about me at <http://www.EthanScharf.com>

EXPERIENCE

- | | |
|--|------------------------------|
| The Glen Mills Schools, Glen Mills, PA
Supervisory staff at private, residential school for court-adjudicated delinquent boys | April 2011 to Present |
| George W. Hill Correctional Facility, Thornton, PA
Correctional Officer | February-April 2011 |
| Modis IT Staffing and Recruiting, Wilmington, DE
Recruiter of Information Technology professionals for contract positions | October 2009 – February 2011 |
| Delaware County Office of Behavioral Health, Upper Darby, PA
Administrative support and public reception | May 2009—Oct 2009 |
| Funks' Farm and Garden Center, Millersville, PA
Customer sales assistance, hayride driver and tour guide | September 2005—March 2009 |

EDUCATION

- | | |
|--|----------|
| Millersville University, Millersville, PA
Bachelor of Science in Speech Communication | May 2009 |
|--|----------|

EXTRACURRICULAR

- | | |
|---|--------------------|
| Acacia International Fraternity, Millersville, PA
Senior Dean/Vice-President, Rush Chair, Human Services Chair
Designed and implemented promotional activities leading to 300% growth in membership. Organized recruitment events and annual community-service programs including highway cleanup, blood drive, campus clean-ups and canned-food drives | 2005-2009 |
| Millersville University All-Greek Council, Millersville, PA
Vice-President
Planned chapter fundraising and philanthropic events | Sept 2006—May 2007 |

SKILLS

Proficient with Windows, Apple and Linux operating systems; experienced with all Microsoft Office business applications, Adobe Dreamweaver, Photoshop, common email applications; familiar with all standard office equipment, printers, copiers, scanners, PBX, servers and networks.