

CONTACT

📍 Lake Orion, MI 48362

📞 248- 600-3337

✉️ Alyssacrowley20@gmail.com

PROFESSIONAL SUMMARY

Hardworking, highly motivated student that operates well in both individual and team capacities. Seeking a position that will utilize my excellent communication and organizational skills to complete tasks efficiently. Reliable, with a good work ethic, and the ability to quickly adapt to new tasks and environments.

A driven and detail-oriented individual with a desire to use my problem-solving skills to meet your company goals.

SKILLS

- Time management
- Multi-tasking
- Active listening
- Creative and energetic
- Positive engagement
- Problem-solving
- Effective communication

ALYSSA CROWLEY

EXPERIENCE

Gymnastics Coach

Great Lakes Elite – Oxford, MI

08/2025 - Present

- Planned and led engaging gymnastics classes for athletes of varying ages and skill levels in a safe and supportive environment
- Taught proper technique, strength, flexibility and fundamental gymnastic skills while encouraging confidence and personal growth
- Ensured athlete safety by supervising activities, spotting skills, and enforcing gym safety procedures
- Built positive relationships with athletes and parents through clear communication, encouragement, and individualized coaching

Host and Food Runner

Waterside Social – Lake Orion, MI

05/2025 - 10/2025

- Greeted and welcomed guests, managed waitlists, and ensured a friendly, organized dining experience
- Delivered food accurately and efficiently while maintaining high standards of presentation and customer service.
- Coordinated with servers and kitchen staff to ensure timely service and smooth restaurant operations
- Demonstrated strong communication, multitasking, and teamwork skills in a fast paced, high-volume environment

Camp Counselor Assistant

Upland Hills Farm - Oakland Township, MI

06/2024 - 09/2024

- Developed strong organizational skills by planning and executing daily camp activities for a group of children aged 6-8
- Showed leadership skills by motivating campers to participate in team building activities
- Displayed enthusiasm and commitment towards providing a fun learning experience for the kids
- Managed multiple tasks simultaneously while supervising large groups of children
- Communicated with parents and answered questions regarding camp policies and activities

Ice Cream Scooper and Sales Associate

Cookies and Cream - Lake Orion, MI

05/2023 - 09/2023

- Utilized excellent customer service skills, processing orders and maintaining cash register
- Demonstrated proficiency in scooping a variety of ice cream flavors with precision and accuracy
- Coordinated special orders for customers in a timely manner
- Performed daily cleaning tasks, such as mopping floors, washing dishes, and sanitizing equipment



EDUCATION

High School: Honors Level Classes Candidate

Oxford High School, Expected graduation 06/2027



ACCOMPLISHMENTS

Honors level Classes at Oxford High School

6-time National Dance Champion - OODA

Successful completion: Babysitting Course - Oxford Parks & Rec

Competitive Dancer with OODA for 16 years

Member of the 2025 & 2026 Oxford High School Dance Team

2025 OHS Link Leader – Mentorship of upcoming freshman



REFERENCES

References available upon request

CLAIRE JENKINS

HIGH SCHOOL STUDENT

CONTACT

248-519-3464

clairenicolejenkins1@gmail.com

PROFILE

I am a loyal, hardworking, trustworthy person looking for an opportunity that will allow me to interact with the public.

SKILLS

Communication

Self Starter

Responsible

Dedicated

EXPERIENCE

Indianwood Country Club – Receptionist & Banquet

Server/Food Runner

October 2024 – Current

Job responsibilities - Reception: Answer phone calls and take reservations. Banquet server: serve food, take down, and set tables. Pool food running during the summer.

EDUCATION

Lake Orion High School

2022-2026

Senior

Lake Orion Community Schools - Camp Wanna Have Fun

Assistant Camp Counselor

May-August 2024, Current

Job Responsibilities - Together with 2 lead counselors, responsible for 15-20 kids per day. This included traveling on field trips weekly, walking to LOHS to use the pool and preparing snacks daily. Light cleaning daily and prep for the next day of camp.

AWARDS

Lamp of learning
recipient for maintaining
a 3.5 gpa

2022-current

National Honor Society

2025-current

Orion Grill - Hostess

2022-2024

Academic Classes

Marketing

2024-2025

Job Responsibilities - Greet and seat people as they come into the restaurant. Get drinks for guests and assist servers as needed. Light cleaning and prep work.

Babysitting

2020-Current

Marketing Workshop

2025

Responsible for multiple children ranges in ages 3 mo – 6 yrs.

HOBBIES

Competitive Dance at Orion Oxford Dance Arts

2013-Current

Summer 2024 & 2025 – Apprentice at Spotlight Dance
Company in Naples, Florida