

# JARED CARPENTER

## CONTACT INFO

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- ☎ +1 717 269 2794
- 📍 Lebanon, PA 17042

## EDUCATION

High School Diploma  
**Cedar Crest High School**  
📅 2018  
📍 Lebanon, PA

Bachelor of Arts  
Business Management/  
Marketing  
**Kutztown University of  
Pennsylvania**  
📅 2018 - 2021  
📍 Kutztown

Bachelor of Design  
📅 2023 - current

## SKILLS

- Adobe Programs
- Communication Skills
- Conflict Management
- Event Planning
- Word Processing
- Microsoft Word
- Phone Etiquette
- Data Entry
- Microsoft Outlook
- Time Management
- Organizational Skills
- English

## CAREER OBJECTIVE

Retail with sales abilities, service-oriented nature and analytical approach to resolving customer problems. Sells boat and water equipment products.

## WORK EXPERIENCE

### Activities Assistant

#### Kadima Healthcare

📅 July 2022 - 2023

- Plan and run all activities for the whole building.

### Housekeeper

#### Kadima Healthcare

📅 April 2021 - July 2022

📍 Lebanon, PA

- Clean resident rooms, common areas, office spaces, and physical therapy units.

### Rental Equipment Associate

#### Mt. Gretna Lake & Beach

📅 May 2016 - August 2018

📍 Mount Gretna, PA

- Helped customers complete purchases, locate items and safely use the equipment I provided.
- Answered questions about lake policies and concerns to support positive customer experiences.
- Arranged equipment and merchandise in attractive displays to drive sales.
- Discussed boat safety measures with customers, outlined restrictions and educated on policies.