

Isabel Shrader

99 Mitchell Drive Pottstown, PA, 19465 • 610-705-2598 • izzysrader19@gmail.com

Education:

2021 – 2025 Owen J Roberts High School

Graduated: June 2025

2025 - Susquehanna University

Graduating: May 2029

References:

Ashley Kelly

• Owner and Manager of Haven Hair Studio • 484-366-4509

Jeff Gundrum

• General Manager of Sedona Taphouse • 484- 302-5714

Diane Westlake

• Owner of Westlake Tree Farms • 800- 564-8733

Profile:

I am a recent graduate of Owen J. Roberts High School, and I am eager to gain experience while continuing to develop my customer service skills. I am known for my positive attitude and my ability to contribute to a welcoming and friendly work environment. Through working and learning in a variety of settings, I have developed strong communication skills, adaptability, and a strong work ethic, allowing me to apply myself effectively in professional atmospheres.

Isabel Shrader

99 Mitchell Drive Pottstown, PA, 19465 • 610-705-2598 • izzysrader19@gmail.com

Experience:

Haven Hair Studio

May 2021 - Present • Pottstown, PA • Cosmetologist's Assistant

- Supported salon operations by maintaining a clean and organized shampoo area, managing inventory, and replenishing supplies as needed, resulting in a seamless workflow.
- Assisted in the implementation of salon safety and hygiene protocols, consistently upholding standards for a clean, sanitized, and welcoming environment.
- Utilized strong organizational skills to coordinate and manage appointment bookings.
- Developed and maintained a welcoming and professional environment at the front desk, greeting clients, managing phone calls, and providing accurate information regarding salon services and products.

Westlake Tree Farms

Nov. 2024 – Dec. 2025 • French Creek, PA • Seasonal Associate

- Operated cash register efficiently, handling transactions and providing excellent customer service.
- Managed snack stand, including preparation and serving of snacks, hot chocolate, hot dogs, and coffee.
- Prepared and restocked inventory to ensure a well-stocked and organized gift shop environment.
- Answered phone inquiries professionally, addressing customer questions and providing information about products and services.

Sedona Taphouse

2024 - Present • Phoenixille, PA • Hostess

- Welcomed and seated guests in a timely manner, creating a positive first impression and supporting smooth front-of-house operations.
- Communicated wait times, menu options, and special requests clearly and professionally to guests and team members.
- Managed reservations and walk-ins efficiently during high-volume periods and handled guest concerns and special accommodations.
- Supported restaurant operations by quickly and efficiently clearing, cleaning, and resetting tables to maintain a smooth dining flow and minimize guest wait times.
- Maintained cleanliness throughout the host stand, entrance area, dining area, including floors, restrooms, and service stations, in alignment with health and safety standards.

The Starbucks Coffee Company

2025 - Present • Selingsgrove, PA • Barista

- Handcraft a variety of drinks, including espresso beverages, teas, and refreshers, according to recipe standards.
- Greet customers warmly, take orders accurately, process payments, and answer questions about menu items.
- Keep the store clean, sanitize equipment, and maintain stock levels of ingredients and supplies.
- Work collaboratively with other baristas to ensure a positive and efficient store environment, especially during busy periods.

Volunteer:

Senior Girl Scout • Girl Scouts of Eastern, PA

- Recipient of the Girl Scout Bronze Award, the highest honor achievable at the Junior Girl Scout level, demonstrating leadership, teamwork, and community engagement. Designed and executed a sustainable community service project that positively impacted the Pottstown community, showcasing strong organizational and leadership skills while fostering a commitment to community betterment
- Developed a diverse skill set over 11 years as a Girl Scout, honing leadership, teamwork, and adaptability. Proficient in community service, project management, and fostering inclusivity.
- Cultivated strong communication, problem-solving, and decision-making abilities while promoting social responsibility and empathy through various community engagement activities and badge achievements.

Teacher's Assistant • Owen J Roberts High School

- Assisted in lesson preparation, classroom management, and student engagement to support effective instruction.
- Provided individualized academic support and reinforced learning in small group settings.
- Helped maintain an organized, respectful, and inclusive classroom environment.
- Worked to grade assignments, track student progress, and maintain organized academic records.
- Partnered with the senior class advisor to assist with the planning and progression of the senior prom.

Skills:

Essentials of Digital Media

- an understanding of the theory, practice, and ethical implications of any chosen fields in keeping lives of achievement, leadership, and service in a diverse and rapidly changing world.