

## **Caitlyn Burns**

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102 Stonycrest Drive Perkasie PA 18944

### **Education:**

Franciscan University of Steubenville Ohio  
Majors: Theology and Psychology

Steubenville Ohio  
Graduated Spring 2020

### **Work Experience:**

#### **The Goddard School: QuakerTown PA**

*Teacher Assistant May 2019 - January 2020*

- Responsible for the care of children from infants to six years old
- Assisted supervising teacher in daily tasks, providing stimulation, assisting in educational activities
- Other duties include keeping the room clean and organized
- Responsible for closing the room at the end of the day

#### **Enrollment Services: Franciscan University**

*Office Assistant Spring 2019*

- Answer six-line phone system and direct calls as required
- Sort documents and files when requested

#### **Carson Simpson Christian Camp Hatboro PA**

*Camp Counselor June 2018-August 2018*

- Cared for children ranging from 3-12 years old from a variety of backgrounds across the Philadelphia area
- Provided a safe environment conducive for personal growth and social skill development
- Developed an understanding of children's needs and developmental abilities by interacting with various age groups

#### **Missions of Peace**

*Austria Mission Coordinator Fall 2017*

- Interviewed and placed students into teams for five different mission trips in Eastern Europe
- Communicated information to site leaders regarding plans and expectations
- Planned a retreat day for missionaries and facilitated traveling
- Developed leadership skills by collaborating with people of various cultures

### **Extracurricular Activities**

#### **Missions of Peace Fall 2017- Spring 2019**

- Missions of peace is an organization at Franciscan University that organizes mission trips around the world primarily for spring break trips.
- Participate in fundraising costs, working on a team, and demonstrating leadership skills through the preparation of lesson plans and talks for schools in foreign countries
- Volunteer at different orphanages, homes for the disabled, and parishes

#### **Totus Tuus Maria Household Spring 2017-May 2020**

*President Spring 2018-Spring 2019*

- Lead a group of over 30 women in prayer commitments each week
- Plan retreats, organize business meetings, interview applicants
- Facilitate a service project and fundraising projects

#### **S.E.N.T. Ministries(Student Evangelization Networking Teams) Fall 2016-Spring 2018**

*Core Team Member*

- Facilitated interviews of college students seeking to participate on a S.E.N.T. team

- Developed organizational skills by planning retreats for high school students including writing talks and arranging schedules
- Collaborated with parishes and schools to plan weekend retreats

## Caitlyn Burns

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Dear Hiring Manager,

Thank you for the opportunity to apply for employment. I recently just graduated from Franciscan University with a bachelor's degree in theology and psychology. Franciscan University placed an emphasis on the true, the good, and the beautiful which provided me a great love for the classical liberal arts way of education. My education has allowed me to experience the benefits of classical education as well as learn to appreciate this style of learning versus what other schools offer.

My experience during my time in high school at Lansdale Catholic inspired me to pursue a degree in theology as well as the path to teaching. I have had the opportunity to participate in leading youth retreats for schools in the Midwest region through participation in their SENT Ministries program. I have been a part of several retreat experiences in youth ministry through different mission trips. I had the opportunity by participating in Franciscan's Missions of Peace, to further my experience in working with the youth. I was able to go to Romania, Jamaica, and Belize to participate in teaching students Theology in high schools and elementary schools. I have had experience in leadership, which will be beneficial in teaching in a classroom. During college, I had the opportunity of being the president of a household (Franciscan's equivalent to a sorority) giving me experience in leading by example, organization, as well as publicly speaking to a group. I have a love for theology and living out the faith which is how I have been blessed with many opportunities to serve through ministry. I further have experience of working with other teachers as I worked at The Goddard School this past year as a teaching assistant. My time at the Goddard School as well as Carson Simpson Christain Farms Camp provided me with great experience in working with young children. Through these two employment opportunities I was able to learn so much about the way that young children learn as well as effective ways to gather attention for learning.

Please feel free to contact me on my mobile telephone at (215) 804-6770, or by email with any follow up questions. I look forward to hearing from you soon.

In Jesus and Mary,

Catie Burns