

PAYTON DIORIO

BRIDGEWATER, NJ | (908)202-4636 | DIORIOPAYTON@GMAIL.COM

EDUCATION

Fairleigh Dickinson University, Madison, NJ

Raritan Valley Community College, Branchburg, NJ

Bridgewater-Raritan Regional High School, Bridgewater, NJ

SEPT 2016 - May 2022

ANT. JUNE 2022

WORK EXPERIENCE

Cigelaw Law Firm, Somerville, NJ – Assistant Office Manager

JULY 2021 - JULY 2022

- Manage and schedule meetings and appointments; update administrative calendar
- Prepare letters and emails for clients and judges
- Create, manage, and organize client case files while adhering to law firm protocols

Pelican Shops, Whitehouse, NJ – Cashier, Customer Service Representative

MARCH 2021 - JUN 2021

- Stock and organize inventory; ship packages
- Operate cash register to process various forms of payments; answer customer inquiries in person and over the phone
- Helped assemble patio furniture when requested

Trump National Golf Club, Bedminster, NJ – Waitress

AUG 2020 - DEC 2020

- Participated in daily team meetings; memorized specialty drinks and gourmet specials
- Organized and set up events for golf outings and holidays; assisted with bartending when needed
- Greeted club members upon arrival; seated them at assigned tables

Madewell, Short Hills, NJ – Seasonal Sales Associate

NOV 2019 - FEB 2020

- Offered assistance with selecting merchandise, making purchases, answering questions, and/or concerns in a friendly, hospitable and efficient manner
- Remained informed and knowledgeable about new inventory, sales promotions, and store policies
- Replenished stock, organized inventory, and maintained a clean, neat, and orderly display of merchandise

Somerset Hills YMCA, Basking Ridge, NJ – Lifeguard

NOV 2018 - MAY 2019

- Tested and placed swimmers in appropriate swim levels; supervised and directed use of aquatic equipment
- Enforced pool policies and regulations for swimmer safety; regularly trained for emergency procedures and drills
- Participated in rotation schedules with the ability to work under pressure and contribute as a team player

Tiny Turtles Academy, Basking Ridge, NJ – Teacher's Aide

JULY 2015 - AUG 2018

- Assisted lead-teacher in managing children five years old or younger
- Interacted with children during structured activities while maintaining a safe and productive environment

VOLUNTEER WORK & EXTRACURRICULAR ACTIVITIES

Newcomers Club

SEPT 2014 - MAY 2016

- Led an orientation program for transfer students to alleviate difficulties associated with transferring to a new school district

Main Office Student Assistant

SEPT 2014 - JUNE 2015

- Sorted mail, printed copies of materials, delivered of packages and notices throughout the school

Cheerleading

JUNE 2012 - MAY 2015

Bridgewater-Raritan Regional High School JV Cheer Squad

NJ Power All-Star Athletic Cheer

- Participated in competitions up and down the east coast
- Cheered for men's football and men's and women's basketball games
- Level 4 All-Star team; US Finals Champions (2014, 2015)

CERTIFICATIONS

First Aid Certified | CPR Certified | AED Certified