

Maggie Ratchford

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EDUCATION

University of Scranton – Scranton, PA	January 2026 – May 2028
Bachelor of Business Administration, Marketing	
Saint Francis University – Loretto, PA	August 2024 – December 2025
Bachelor of Business Administration, Marketing	
GPA: 3.0/4.0	
Abington Heights High School – Clarks Summit, PA	June 2024
GPA: 97/100	

INVOLVEMENT

University of Scranton Division III Women's Soccer Team – Scranton, PA	January 2026 – Present
<i>Team Member</i>	
• Quickly adapted to a new team culture, coaching style, and environment while contributing positively to team dynamics • Practice 5 days, lift 2 days, and play in 2 games per week throughout our fall season	
Saint Francis Division I Women's Soccer Team – Loretto, PA	July 2024 – December 2025
<i>Team Member</i>	
• Maintain a rigorous schedule of 5 practices, 2 strength training sessions, and multiple games per week • Learned effective ways to manage academics while putting in demanding hours practicing, conditioning, and playing games • Transitioned to outside back from forward/midfielder to align with team needs, demonstrating adaptability and versatility • Started sophomore season, and played a total of 1,098 minutes in freshmen and sophomore years	

EXPERIENCE

Ratchford Law Group – Moosic, PA	Summer 2024 – Winter 2026
<i>Legal Assistant</i>	
• Prepared and organized legal documents, including pleadings, correspondence, and case files for attorney review • Reviewed judgments and docket entries to ensure accurate data • Supported attorneys with day-to-day case management and office operations • Managed and organized active case files in a collections practice, ensuring compliance with court deadlines	
Caravia Fresh Foods – Clarks Summit, PA	Summer 2025
<i>Deli Team</i>	
• Provided customer service by preparing and serving orders • Supported co-workers with food preparation and serving orders	
Glen Oak Country Club – Waverly Township, PA	Summer 2022
<i>Waitress</i>	
• Provided service to customers by taking orders and delivering food and drinks • Support other servers and kitchen staff by completing side work such as cleaning, restocking, and food running	

HIGH SCHOOL INVOLVEMENT

Match Fit Academy Soccer – Denville, NJ	Fall 2020 – Spring 2024
<i>Forward and Midfielder</i>	
• Participated in three 2-hour practices per week to improve soccer skills, IQ, and technique • Traveled to play in 2 games each weekend throughout our winter and spring season • Competed in 4-5 tournaments per year to showcase skills to college coaches	
Abington Heights Student Council	Fall 2020 – Spring 2024
<i>Active Member</i>	
• Attended weekly meetings to assist in planning and organizing school-sponsored dances, events, and fundraisers	
Abington Heights Girls' Soccer Team	Summer 2020 – Fall 2023
<i>Team Captain</i>	
• Four-year varsity letter winner and two-time Lackawanna Soccer League All-Star and All-Region awards • Scored 7 goals and 2 assists to break the school record for most goals and points scored in a single game • Made school history by being the first team to make it to the PIAA State Championship Game (2023)	

INTERESTS

Skills: Proficient in Microsoft PowerPoint and Microsoft Excel
Interests: Water Skiing, Live Music, Traveling, Creating Art, Writing