

SKILLS SUMMARY

- Polish and English fluent, German advanced
- Proficient with Excel, Prezi, Microsoft Word, and all Google applications

EXPERIENCE

Language Learning Resource Center (LLRC) at Loyola University Chicago – Chicago, IL

Front Desk Receptionist | December 2019 – present

- Checking in students for language coaching and/or tutoring appointments
- Completed specifically appointed tasks: Monthly Foreign Language DVD inventory and weekly plant watering

Archdiocese of Chicago – Chicago, IL

Intern | September 2019 – present

- Assisting project managers in the Office of Catholic Schools
- Creating department director approved long and short-term tasks on Excel from data provided from 182 Chicago Catholic schools

Camp Vista Christian Recreational Summer Campground – Campbellsport, WI

Summer Office Administrator | May 2019 – present (Summer Seasonal)

- Communicating and build trust with camp families and counselors by phone and email
- Assisting in coordination of camp marketing - social media and website presence
- Assisting with data entry for accounts payable, payroll, and checks/cash received by families
- Assisting with other duties and projects as assigned by the Camp Director

Lifeguard | May 2017 – present (Summer Seasonal)

- Attentively oversaw swimmers being prompt to identify those in distress, while complying with waterfront policies to maximize swimmer safety and promote a safe and interactive environment
- Explained use of swimming equipment (i.e. life jackets, kayaks, canoes, water climbing structures) - prioritizing safety at all times

Stir Crazy Fresh Asian Grill – Oakbrook, IL

Hostess | August 2016 - June 2017

- Assisted 25-30 customers per night with carry-out service in a professional manner
- Updated daily logs and other relevant documentation for financial and compliance purposes
- Consistently provided engaging service, addressing concerns and providing a positive guest experience

EDUCATION

Loyola University Chicago | Chicago, IL | Expected Graduation: May 2022

- B.A. Advertisement and Public Relations, Minor: Polish Studies
- Dean's List: 2018 – present

COMMUNITY ENGAGEMENT

Christian Life Community (CLC) | August 2018 – present

Small-Group Leader

- Weekly group meeting with a focus on spiritual development facilitated with a co-leader

Small-Group Member

- Active member of a group; engaging in reflection to promote overall spiritual wellness