

ARDIAN DARDOVSKI

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7712 West 91st Place Hickory Hills



SUMMARY

Skilled multitasker with superior work ethic and good teamwork, problem-solving and organizational skills.

Willing to take on any task to help team. Reliable and dedicated team player with hardworking and resourceful approach.

EDUCATION

Lewis University

Bachelor's Degree in Computer Science
2022-Present

Amos Alonzo Stagg High School

Highschool degree
2018 - 2022

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Planning and Coordination

COMPUTER SKILLS

- Intro to Computer Science
- Programming Fundamentals
- One year of Coding and Computer Experience. Familiar with github python and java

WORK EXPERIENCE AND SKILLS

Office of Student Engagement

Lewis University | 2022 - Present

- Managed phone and email correspondence and handled incoming and outgoing mail and faxes.
- Built and maintained excellent customer relationships through timely response to inquiries and going above and beyond to accommodate unusual requests.
- Assisted coworkers and staff members with special tasks on daily basis.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.

Volunteers

- Forest Preserve picking up trash and to help people if they were lost
- Little League Baseball Coach helping the kids