

JAKUB KOWALSKI

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SOFTWARE DEVELOPER - INTERN

Ambitious professional aiming to leverage skills into **Software Development**. Desire to partner with Tech leaders and Software Engineers to gain experience in server side and API development.

- **Professional:** Positive, high-energy work partner with **2+ years of experience** in **administration and customer service**.
- **Team Leader:** Valued analytical, problem solving, and communication skills impacting a high level of customer satisfaction and operational excellence.
- **Leadership Attributes:** Self-starter, collaborative, independent, positive, detailed, diplomatic.
- **Awards:** Earned Resident of Year in college for positive demeanor and peer relationships.

EDUCATION

Post-Baccalaureate Computer Science, 2024

OREGON STATE UNIVERSITY, Corvallis, OR

Coursework: Intro to Computer Science (**Python**), Elements of Discrete Mathematics

Bachelor of Science, Business Administration, 2020; GPA 3.7

SOUTHERN ILLINOIS UNIVERSITY, Edwardsville, IL

Leadership: Captain of Video Gaming Team

SKILLS/KNOWLEDGE

- Python
- GitHub
- Customer Service
- HR Administration
- Project Coordination
- Staffing & Recruiting Knowledge
- Training and Development Knowledge
- Business Correspondence
- Data Tracking
- Reporting
- Time Management

TECHNICAL KNOWLEDGE

- MS Office: Word, Excel, PowerPoint
- Google Suit: Docs, Slides, Sheets
- Quickbooks
- SAP, Smartsheet, SPSS

HR PROJECTS

HR Management

Analyzed tech company performance, comparing historical financial trends.

- Concluded attributes required to sustain revenue growth.

Training & Development

Wrote and developed training instructional videos, focusing on "how to steps" to grow plants.

- Designed five training videos using Google Slides and Google Documents.

WORK EXPERIENCE

OLD REPUBLIC TITLE

Orland Park, IL

Provides title insurance and settlement services for Title Agents, Real Estate Professionals, Lenders, Homeowners and Commercial real estate.

Escrow Assistant

10/2020 to 3/2021

Key team member assisting finance service staff with contract closing to outside refinancing clients.

- Improved office efficiencies through workplace organization involving organizing the process to close contracts and deposit earnest money.
- Rapidly responded to customer requests while working as first point of contact.

MEIJER

Mokena, IL

#35 largest privately held retail and wholesale supercenter chain throughout the Midwest.

Grocery Team Member, Summer and Holidays

6/2017 to 6/2019

Accountable for customer service, inventory management, and workplace organization.

- Earned 100% customer satisfaction from mystery shopper feedback.

"Jakub communicates well and helps peers. He will bring value with his willingness to learn and take on new challenges." Talent Management Director, CLA