

# Monica J. Marek

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## TECHNICAL SKILLS

**Languages:** C#, Python, HTML5, CSS3, SQL

**Frameworks:** ASP.NET, Django, Xamarin

**Programs:** Visual Studio, Visual Studio Code, PyCharm, PostgreSQL, SQL Server Management Studio

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## EDUCATION

### Microsoft .NET SmartStart

Eleven Fifty Academy, Fishers, IN

### Master of Science in Education: Effective Teaching and Leadership

Butler University, Indianapolis, IN

### Bachelor of Science in Early Childhood & Middle Childhood Education (K-6)

Butler University, Indianapolis, IN

Certification: Special Education for Mild Intervention

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## RESEARCH & DATA ANALYSIS EXPERIENCE

### Master's Thesis

June 2012 – May 2014

Butler University, Indianapolis, IN

*An Examination of University Student Conduct Sanction Effectiveness as It Is Related to Alcohol Violations*

- Conducted in-depth analysis through quantitative and qualitative research, including use of annual conduct reports, system queries, interviews, questionnaires, and student reflection papers
- Employed use of constant comparison method and triangulation to explore trends and reveal correlations among multiple data sources
- Presented findings to Student Affairs administration and Residence Life staff to inform them of recent conduct trends and recommend sanctions for future use, which ultimately led to an increased budget

### Alcohol Taskforce Manager

March 2011 – January 2012

Butler University, Indianapolis, IN

- Summarized relevant conduct data to enable Dean of Student Life and taskforce members to update the university's alcohol policy for clarity and effectiveness
- Researched alcohol sanctions at peer institutions to inform taskforce members of best practices

### Research Assistant

June 2010 – December 2010

Indiana University Hospital, Indianapolis, IN

- Updated patient files and entered data into Microsoft Access and Microsoft Excel to help nurses and doctors track confidential information pertaining to clinical trials
- Formatted intake forms and clinical trial questionnaires in Microsoft Word to ensure clarity and ease of understanding for patients
- Assisted with clinical trials by organizing kit supplies and escorting patients throughout campus

## WORK EXPERIENCE

### Department Manager

June 2016 – October 2017

United Art & Education, Indianapolis, IN

- Maintained inventory for art department and created seasonal displays to promote specific products
- Trained new employees at the register and guided them through the art department orientation
- Provided excellent customer service at the register, throughout the store, and over the phone to ensure a positive shopping experience and encourage repeat business

### Independent Jewelry Advisor

August 2012 – December 2014

Lia Sophia, Wood Dale, IL

- Created individualized shopping experiences for customers through in-home parties and virtual Facebook parties
- Maintained Facebook fan page and Pinterest board by interacting with followers and posting content relevant to niche market
- Attended monthly team meetings and participated in webinars to learn about new marketing strategies and tracking social media engagement

### Administrative Assistant

November 2010 – May 2016

Butler University, Indianapolis, IN

- Managed student conduct database by updating case information, generating monthly sanction reports, drafting annual conduct reports, and purging system following guidelines established by Clery Act
- Compiled and formatted student activity data for division to generate annual program report
- Processed financial paperwork, including submission of requests for payments, reimbursements, and procurement card transaction reports for deans, department directors, and faculty members
- Created and edited university webpages using Umbraco to inform the greater academic community
- Supervised student employees and assigned specific tasks to allow use of unique skills as determined by Gallup's StrengthsQuest and personal observation

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## LICENSURES & TRAININGS

**Programming for Everybody:** Getting Started with Python

February 2016

**National Seminars Training:** Advanced Training for Microsoft Excel

July 2012

**Fred Pryor Seminar:** Microsoft Excel 2007 Basics

November 2010

**Fred Pryor Seminar:** Microsoft Excel 2007 Basics and Beyond the Basics

November 2010

**Indiana Professional Educator:** Elementary Primary Generalist

**Indiana Professional Educator:** Elementary Intermediate Generalist

**Indiana Professional Educator:** Mild Intervention Elementary Primary

**Indiana Professional Educator:** Mild Intervention Elementary Intermediate