

Monica J. Marek

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TECHNICAL SKILLS

Languages: C#, HTML5, CSS3, SQL

Frameworks: ASP.NET, Xamarin

Programs: Visual Studio, SQL Server Management Studio

Other: Microsoft Office Suite (Excel, Word, Publisher, Access), WordPress, Wix, Umbraco

EDUCATION

Microsoft .NET SmartStart (Anticipated graduation January 2018)

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

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

- Assisted Dean of Student Life with Alcohol Taskforce initiative by taking minutes, scheduling meetings, and corresponding with taskforce members
- Summarized relevant conduct data to enable 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 to ensure clarity and ease of understanding
- 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 relative 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

LICENSURES & TRAININGS

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 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