

Monica J. Marek

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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

Administrative Assistant

November 2010 – May 2016

Butler University, Indianapolis, IN

- Processed financial paperwork, including submission of requests for payments, reimbursements, and procurement card transaction reports for staff and faculty members in multiple departments
- Supervised student employees and assigned specific tasks to allow use of unique skills as determined by Gallup's StrengthsQuest and personal observation
- Created and edited university webpages using Umbraco to inform the greater academic community

Research Assistant

June 2010 – December 2010

Indiana University Hospital, Indianapolis, IN

- Updated patient files and entered data into Microsoft Access and 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 doctors and nurses with clinical trials by organizing kit supplies and escorting patients and their families across campus
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EDUCATION

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

LICENSURES & TRAININGS

National Seminars Training: Advanced Training for Microsoft Excel

July 2012

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

November 2010

Indiana Professional Educator: Elementary Primary and Intermediate Generalist

Indiana Professional Educator: Mild Intervention Elementary Primary and Intermediate