

Monica J. Marek

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TECHNICAL SKILLS

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

Frameworks: ASP.NET MVC, Django

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

EDUCATION

Microsoft .NET SmartStart

October 2017 – January 2018

Eleven Fifty Academy, Fishers, IN

- Inventory Management Tool: Designed web application for tracking retail inventory (C# & ASP.NET)
- Todah Blog: Worked with small team of developers to create blog website for client (Python & Django)
- Monigami Storefront: Created static webpage for store that sells handmade origami art (HTML & CSS)

Master of Science in Education: Effective Teaching and Leadership

June 2012 – May 2014

Butler University, Indianapolis, IN

Thesis: *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

Bachelor of Science in Education

August 2006 – December 2009

Butler University, Indianapolis, IN

- Early Childhood & Middle Childhood Education (K-6)
 - Certification: Special Education for Mild Intervention
 - Student Teacher: Fourth Grade General Education Classroom at Liberty Park Elementary
 - Student Teacher: Second/Third Grade Inclusive Multi-Age Classroom at Center for Inquiry 2
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WORK EXPERIENCE

Curriculum Developer

February 2018 – Present

Eleven Fifty Academy, Fishers, IN

- Restructured and clarified content for existing SQL curriculum by adding detailed instructions, correcting solutions, and including screenshots
- Added corresponding content for PostgreSQL using pgAdmin, including step-by-step tutorials, screenshots, and PostgreSQL-specific resources
- Expanded upon current curriculum to include more advanced challenges and provide opportunities for additional learning and practice

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 through in-home parties and virtual Facebook parties
- Interacted with followers on social media by hosting contests and posting relevant content
- Participated in webinars to learn about 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
- 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

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 doctors with clinical trials by organizing kit supplies and escorting patients across campus

LICENSURES & TRAININGS**Intro to JavaScript** (Free Code Camp Indy)

December 2017

Try SQL (Code School)

October 2017

Getting Started with Python (Programming for Everybody)

February 2016

Umbraco Training (Butler University)

January 2013

Advanced Training for Microsoft Excel (National Seminars Training)

July 2012

Microsoft Excel 2007 Basics & Beyond the Basics (Fred Pryor Seminar)

November 2010

Elementary Primary Generalist (Indiana Professional Educator)

May 2010

Elementary Intermediate Generalist (Indiana Professional Educator)

May 2010

Mild Intervention Elementary Primary (Indiana Professional Educator)

May 2010

Mild Intervention Elementary Intermediate (Indiana Professional Educator)

May 2010