

# CLAUDIA HARKINS

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## Education

### University of Wisconsin-Madison

Madison, WI

Bachelor of Business Administration degree

May 2020

Majors: Information Systems; certificate in Spanish Language

### Sun Prairie High School

Sun Prairie, Wisconsin

Overall GPA: 3.95/4.00

September 2012- June 2016

Class Rank: 19 of 467

Honors: Honor Roll, AP Scholar Award, National Honor Society

## Work Experience

### Sun Prairie Area School District Technology Internship

Summer 2016

- Worked with staff in the technology department of the school district to assist with multiple tasks.
- Prepared and enrolled Chromebooks for students in grades 6-12.
- Replaced teacher's desktop computers in various schools throughout the district.
- Entered in data for full-time staff of the district.

### Sun Prairie Area School District Summer School Teacher Assistant

Summer 2015

- Worked as a Teacher's Assistant during summer school courses.
- Assisted a physical education teacher to provide more one-on-one interaction with the students.
- Worked with students in grades K-5 with different aspects of physical activity.
- Prepared engaging activities for the students.

### Hostess at Willie Ty's in Sun Prairie, WI

August 2014 - May 2015

- Greeted customers as they entered the restaurant to guarantee quality customer service.
- Communicated with other staff members like servers and bussers to ensure service was run efficiently.

## ***Involvement***

### **Association of Information Systems Professionals**

**Madison, WI**

September 2016-Present

- Connect with employers through workshops and networking.
- Help plan and be involved in workshops throughout the year to learn new skills for the workforce.
- Investigate the major of Information Systems further.

### **Aspire**

**Madison, WI**

September 2016-Present

- Build an environment for students of higher need where they can dig further into learning.
- Run activities with students in order to engage them in learning.
- Be a role model for students who may need someone to look up to.

### **National Honor Society**

**Sun Prairie, WI**

June 2015- June 2016

- Volunteer throughout the community in various types of events.
- Plan events within the school to get students involved and engaged.
- Create a welcoming community and school environment.

### **Sun Prairie Dance Team**

**Sun Prairie, WI**

June 2012- March 2016

- I was a member of the Junior Varsity team during my freshman year in high school.
- I was then a member of the Varsity team during my sophomore, junior, and senior year of high school.
- We competed at the regional, state, and national level.
- We were involved in community events to be an active part in the community.

### **Link Crew**

**Sun Prairie, WI**

August 2014- June 2016

- We planned and organized the Sophomore Orientation as Sun Prairie High School includes grades 10-12.
- We created an environment for the incoming sophomores in which they felt safe and welcome.
- We ran activities throughout the year to connect the underclassmen with other upperclassmen.