

Michelle Maturlak

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PROFILE/QUALIFICATIONS

Ambitious recent graduate with hardworking ethic and professional demeanor. Critical thinker and tech-savvy. Eager to undertake new challenges and problem solve. Lover of languages; fluent in Polish and Spanish. Known for excelling in research and analytical problem solving. Open to relocate, work in individual and team settings, international travel, and non-standard schedules.

EXPERIENCE

Intern, Office of Congressman Dan Lipinski 10hrs/week

CHICAGO, ILLINOIS; MAY 2014 - AUGUST 2014

- Organized annual events for the constituents of the 3rd district of Illinois such as the Congressman's Patriot Day Parade
- Served as a liaison between the Congressman & his constituents
- Publicized festivals and fairs engaging public
- Interacted with constituents on daily basis to alleviate problems & performed variety of other office-related tasks

Community Liaison, Office of the Dean of Students - Campus and Community Student Services, University of Illinois Champaign-Urbana 20hrs/week

CHAMPAIGN, ILLINOIS; AUGUST 2013 - MAY 2014

- Disseminated information for students living off-campus
- Created information projects meant to bring the off-campus students closer together
- Conducted and managed workshops about Safety on Campus, Subleasing and Subletting and other Housing matters
- Collaborated with other students on how to make campus a better place

Customer Service Specialist, Best Buy 20hrs/week

CHICAGO, ILLINOIS; JULY 2010- JANUARY 2013

- Provided quick, effective customer service, encouraged protection plans on products, sold the Best Buy credit card and trained new hires on the cashier, taught them sales skills
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EDUCATION & INTERNATIONAL ACADEMIC EXPERIENCE

Bachelor of Arts B.S. (double major), Political Science & International Studies (Dec 2014) Minor: Spanish Language/Literature
University of Illinois Champaign-Urbana
Cumulative major GPA: 3.57/4

Study Abroad: CEGRI - Spanish Language and Culture Courses Granada Spain (2014)
Overseas Experience/Internships: Tutored & Taught English as second language to Spanish students in Granada, Spain at Colegio de Asunción (2014)

ACTIVITIES, INTERESTS & ENGAGEMENTS

- Alpha Chi Omega Sorority; 2011-2014 – Campus wide philanthropy and social events
- Phi Sigma Pi National Honors Fraternity at the University of Illinois, 2011-2014
 - Involved in philanthropy events, social events, and special projects
- Pi Sigma Alpha - Political Science National Honors Society, Active Member 2014
- SAA- Student Alumni Ambassador, University of Illinois 2013- 2014
- Political Science Club at the University of Illinois, Member, 2011-2014
- Pre-Law Honors Society; Secretary, University of Illinois, 2012 - 2014
- Pre-Law Club; University of Illinois, Active Member, 2012 - 2014
- Polish Student Club “Zagłoba” at the University of Illinois, 2011-2014
- Concord Nursing & Rehabilitation Center; Volunteer, 2010-2012