

Charlie Rolecek

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135 Redwood Lane • Barrington, IL 60010

Education

University of Iowa

Degree: Bachelor of Business Administration

Major: Business Analytics

GPA: 3.2/4.0, Dean's List Spring 2021

Skills: Proficient in Microsoft Excel, Word and Powerpoint; foundational understanding of Python and SQL, and R

Iowa City, IA

May 2023

Work Experience

Mercer

Health Consulting Summer Analyst Intern

Chicago, IL

June 2022 – August 2022

- Used analytical thinking to deliver driven results to clients and participated in summer long training

Makray Memorial Golf Club

Groundskeeper

Barrington, IL

May 2021-August 2021

- Repaired and maintained grounds and residential area by cleaning, mowing, planting and pruning
- Operated, serviced and cleaned hand-held manual, electrical, and gas powered equipment and tools while abiding by all Club safety practices and protocols when using sharp and heavy machinery
- Collaborated with 4 team members to accomplish tasks during off-hours to ensure grounds were held to customer standards

DoorDash

Food Delivery Driver

Barrington, IL

July 2019-Present

- Received and delivered food and grocery orders in a timely manner while communicating with the customer
- Fulfilled eight online orders per hour, arriving ahead of schedule and performing contactless delivery when asked for

Noodles and Company

Server and Cashier

Deer Park, IL

March 2019-May 2020

- Served and educated customers on specials and seasonal offerings requiring continued knowledge of the menu
- Communicated with kitchen staff regarding customer special requests and assisted back-of-house with orders when requested

Barrington Hills Country Club

Snack Bar Attendant

Barrington Hills, IL

June 2018-September 2018

- Built relationships with members and served and their guests poolside, while preparing meals and restocking supplies in the kitchen
- Maintained high standards of customer service during high-volume work shifts and fast-paced operations

Leadership and Involvement

Sigma Chi Fraternity

Executive Board: House Manager

Iowa City, IA

January 2021-Present

- Maintain a Fraternity house of 75+ members, problem solve day-to-day issues with the chapter President and Vice President including cleaning and repairing, and provide continuous communication to national Sigma Chi representatives

Social Media Outreach and Merchandising Chair

August 2020- January 2021

- Managed chapter social media accounts promoting the fraternity's events and values and oversaw the creation, marketing, distribution, and collection of payments for fraternity apparel

General Member

August 2019 - Present

- Participate in 4 annual philanthropic events by fundraising throughout the year, meet as a group weekly, and foster the growth of relationships between 75 members

University of Iowa Tippie Tech

Mentee

Iowa City, IA

January 2021-Present

- Pair with mentors to foster personal and professional relationships through team building exercises, case competitions, and other experiential learning opportunities.
- Facilitates growth and awareness of business analytics and information technologies and how to apply those learnings in a professional setting

Dance Marathon

Volunteer

Iowa City, IA

February 2020-Present

- Personally raised over \$600 and collectively raised over \$40,000 for the University of Iowa Hospital, providing financial support for cancer patients and their families while participating in largest philanthropy event on campus