**Leigh Wysocki**

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Gainesville Address Permanent Address

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Gainesville, FL 32601 Naples, FL 34109

**OBJECTIVE**

Goal-oriented 3rd year Honors student with proven responsibility and leadership skills.

Seeking internship opportunities in Industrial Engineering.

**EDUCATION**

* **B.S. Industrial Engineering**, *University of Florida*, Gainesville, FL May 2018
  + Minor in Business Administration
  + University of Florida Honors Program
  + GPA: 3.84/4.00

**WORK EXPERIENCE**

* **Recruitment Assistant,** *Vector Marketing,* Gainesville, FL May-Aug 2015
  + Recruited potential sales associates over the phone
  + Spoke with over 80 potential employees weekly
* **Nanny & Babysitter**, *Various Families*, Naples, FL 2006-2015
  + Provided care for children ranging from newborn to age 12, 1-5 days a week
  + Maintained a variety of clients’ long-term and short-term needs
* **Counselor**, *Sports CLUB*, Naples, FL Jan-May 2012
  + Supervised and entertained children through sports activities and homework assistance
  + Assisted in program bookkeeping and records maintenance

**ACTIVITIES**

* **Gator Launch,** *University of Florida,* Gainesville, FL Sept 2015-present
  + Acquire real-world skills from an Industrial Engineering mentor in the work force
  + Participate in career development and networking activities
* **Pi Beta Phi Fraternity for Women**, *University of Florida*, Gainesville, FL
  + *New Member Educator* Aug 2015-present
    - Lead 83 underclassman women as they transition to UF and Greek life
    - Interviewed and selected a board of eight assistants to support this position
    - Served as the previous New Member Educator’s assistant
  + *Assistant Philanthropy Chair* Nov 2014-Feb 2015
    - Planned and organized our annual flag football tournament in which over 50 teams participated, benefitting First Book and children’s literacy
* **Dance Marathon**, *University of Florida*, Gainesville, FL 2014-present
  + Annual fundraiser benefitting Children’s Miracle Network
  + *Operations Captain* 2015-2016
    - Maintain security, cleanliness, and safety during the 26-hour long event
    - Work on a team of 25 to ensure an efficiently managed event for over 2,000 participants
* **Institute of Industrial Engineers**, *University of Florida*, Gainesville, FL Spring 2015
  + Participate in networking events, career development workshops
  + Attended Career Fair Crash Course run by experienced student leaders

**SKILLS**

* Certified in SolidWorks 3D CAD; Microsoft Excel, PowerPoint and Word
* Proficient in Visual Basic programming language
* Proficient in Internet research and social media applications; familiar with Adobe Photoshop