Skylar Lewandowski

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EDUCATION

**Central Michigan University,** Mt. Pleasant, Michigan *Anticipated Graduation*: December 2025

*Bachelor of Science in Business Administration, Major in Information Systems*

*GPA: 3.80, Dean's List for 2 Semesters*

Relevant Coursework: Systems Analysis and Design, Applications Development, Enterprise Architecture

**Delta College,** University Center, Michigan *August 2020 – April 2023*

*Bachelor of Science in Business Administration*

*GPA: 3.97, President’s List for 5 Semesters*

WORK EXPERIENCE

**Meijer,** Mount Pleasant, Michigan September 2021 – Now

*Curbside Pickup Team Member*

* Efficiently shop around the store for customers’ online orders to ensure timely fulfillment and enhance customer satisfaction with accurate and prompt service.
* Carefully bag all items to keep them organized and protected for easy delivery.
* Promptly deliver groceries to the customer’s car, providing a seamless and convenient shopping experience that ensures customer satisfaction.
* Addressed customer requests and resolved issues on the spot.

*Greeter Team Member*

* Welcomed customers at store entrance, creating a positive first impression and ensuring a welcoming environment.
* Helped maintain store security by monitoring customer entry and exit points.
* Assisted customers with inquiries and provided guidance on store layout.

**Dow Chemical,** Midland, Michigan June 2019 – June 2020

*Legal Department Co-op*

* Sorted files physically and electronically to improve organization and accessibility, increasing department efficiency.
* Entered data into systems accurately, supporting timely deciosn-making for key projects.
* Managed outgoing deliveries.
* Supported daily administrative tasks by printing and copying documents.

ORGANIZATIONS

Women In Technology (WIT) 2024

SKILLS

Microsoft Office

Teamwork and Collaboration

Customer Service

Problem-Solving

Created Systems Proposal, DFDs, and ERDs in Lucid Chart

Prepared planning reports and documentation in a Systems Analysis and Design project