

Mary Novak

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EDUCATION

University of Denver – Denver, CO

Expected Graduation: June 2025

Bachelor of Science, Business Administration – Business Information and Analytics

- Minor: Kinesiology & Sports Studies
- Overall GPA: 3.57
- Relevant Courses: Leading High-Performance Organizations, Automatic Business Processes, Foundations to Information Management, Data Mining and Visualization

Charles University – Prague, Czech Republic

August 2023 – December 2023

Study Abroad – History and Culture

PROFESSIONAL EXPERIENCE

The Rockhill Grille – Leawood, KS

June 2023 – Present

Server's Assistant, Host

- Worked collaboratively with kitchen staff, servers, managers, and other team members to ensure smooth and efficient restaurant operations
- Ensured a positive customer experience in a dynamic and high traffic restaurant
- Helped open new location which required wearing many hats and pinch-hitting for additional roles in the restaurant

Carriage Club – Kansas City, MO

May 2022 – June 2023

Junior Tennis Pro

- Conducted a range of clinics for kids aged from 4-16 and assisted in running other adult and junior programs in a fun and safe manner, while also maintaining meaningful relationships with members
- Scheduled lessons/clinics for members and managed the club's court bookings
- Served as lead team member for Tencap (adult) tournaments, Special Member events, and Member/Guest events

LEADERSHIP EXPERIENCE

President of the Denver Club Tennis Team, University of Denver, CO (2021-present)

Athlete and President, Junior and Senior year (Past Fundraising Officer)

Delta Zeta – Rho Chapter, University of Denver, CO (2021-present)

Member – Head of "Big Man on Campus" and "Guard" of Sorority

Women in Business, University of Denver, CO (2023– present)

Member

Bill Danial's Ethics Fellowship, Denver, CO (2021 – 2023)

Member

- A dynamic fellowship that goes out into the Denver Community to organize large events to promote ethics, whether it's building bikes for kids in need or fundraising for struggling local businesses during covid

SKILLS

Computer: Certified Microsoft Office Specialist in Excel, Word, and PowerPoint; Python; Anaconda; JupyterLab; SQL; Microsoft Azure; AI Development; Tableau; Advanced Google Analytics Certified; Google Ad Search Certified

Language: Intermediate Spanish speaker