

# Maria Folvarska

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## EDUCATION

### **University of Illinois in Chicago (UIC): Honors College**

Bachelor of Science in Mathematics and Computer Science, Bachelor of Arts in History  
Minors: French, Russian

Chicago, IL

Cumulative GPA: 4.0/4

Anticipated Date of Graduation: May 2018

## RELEVANT EXPERIENCE

### **UIC - College of Pharmacy | IT/AV Aide | Chicago, IL**

May 2017 to Present

- Clean and visualize big data using ELK Stack to increase system security
- Train professors and students in the use of several programs, including but not limited to Camtasia and TurningPoint
- Update and test various software to maintain computer efficiency
- Instructional Designer for classes which requires extensive knowledge and use of BlackBoard

### **UIC - Department of Math, Stats & Computer Science | Teaching Assistant | Chicago, IL**

September 2016 to Present

- Grade weekly quizzes for mathematical computer science and calculus classes and input grades into Excel

### **Metro Achievement Center | Volunteer Teacher | Chicago, IL**

September 2014 to Present

- Designed a curriculum for and teach a Python coding class for inner-city female students
- Tutored mathematics for middle school and high school students
- Summer 2015: assisted in math classes and instructed a logic and innovations class for 4<sup>th</sup> to 6<sup>th</sup> grades

## PROFESSIONAL EXPERIENCE

### **JF Painting and Remodeling Incorporated | Office Manager | Itasca, IL**

August 2005 to Present

- Write and schedule estimates for clients in order to increase business efficiency
- Collaborate with the manager to ensure proper documents are scanned, faxed, or copied in the office

### **Hyatt Regency Chicago | Concierge | Chicago, IL**

October 2014 to May 2016

- Processed a high volume of customer requests, via telephone and in person
- Performed cash and credit transactions with consistently high level of accuracy
- Designed handouts and informed the hotel guests and management on monthly city events

### **US Department of State | US Embassy Consular Intern | Warsaw, Poland**

February 2015 to May 2015

- Consular Section: Fingerprinted applicants; uploaded applications; data entry; printed visas; distributed mail; responded to letters/emails (Polish, Russian and English) of Visa inquiries in the Correspondence Unit
- Political Section: Researched the WWII Combatant Act, streamlined the steps needed for non-Polish speakers to apply for veteran/victim benefits, and investigated impediments for eligible applicants residing outside of Poland
- Public Affairs Section: Presented and promoted higher education in the US to Polish high school students

### **Itasca Health and Chiropractic | Chiropractic Assistant | Itasca, IL**

September 2011 to April 2013

- Trained three new employees in medical software, medical/insurance billing, and reception duties
- Installed medical software on computers and updated company website
- Designed monthly advertisements and customized creative promotions to market products and increase sales

## SKILLS

**Computer:** Python, SQL, C++, HTML/CSS, Microsoft Office, LaTeX, GitHub, Camtasia

**Language:** Native Proficiency in Slovak and Rusyn; Working Proficiency in Russian, French

## ACTIVITIES AND AWARDS

- UIC Women in Computer Science; 2017 to Present
- Member of Phi Beta Kappa; 2016 to Present
- Russian Film Club; Fall 2014 to Present
- UIC Dean's List; Fall 2013 to Present
- Grace Hopper 2017 Scholar
- Critical Language Scholarship (CLS); Russian; 2016 & 2017
- UIC MSCS Professor Herbert Alexander Scholarship for Mathematics; 2017
- CLS Alumni Ambassador; 2017
- Great Lakes STEM Scholarship; 2016 to 2017
- UIC Gordon Lee Goodman Award for Distinction in Undergraduate Studies; 2015 to 2016
- Model United Nations; Fall 2014 to 2016
- UIC Wenzel Morava Scholarship; 2014