

# 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

Chicago, IL

Minors: French, Russian

Cumulative GPA: **4.0/4.0**

Anticipated Date of Graduation: May 2018

## RELEVANT EXPERIENCE

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

May 2017 to Present

- Assist at IT service desk by answering calls and assisting with technical problems
- Train professors and students in the use of various software such as Camtasia and TurningPoint
- Instructional Designer for various 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 Mentor • Chicago, IL***

September 2014 to Present

- Tutored mathematics for middle school and high school students
- Spearheading an initiative to create a Python coding elective class for underprivileged female 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 weekly 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

- Handled high volume of incoming calls daily on multi-line telephone and processed all customer requests
- 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 in Polish, Russian and English; uploaded applications; data entry; printed visas; distributed mail; responded to letters/emails 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

- Calculated discounts on customer transactions, systematizing items in stock resulting in the accuracy of customer requests
- Trained three new employees in medical software, medical/insurance billing, and reception duties
- Installed medical software on computers and maintained company website by updating information and advertising new programs and products as well as posting new health articles
- Designed monthly advertisements and customized creative promotions to market products and increase sales

## SKILLS

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

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

## ACTIVITIES AND AWARDS

- Member of Phi Beta Kappa; 2016 to Present
- Russian Film Club; Fall 2014 to Present
- Dean's List; Fall 2013 to Present
- Anita Borg Scholar; Grace Hopper Conference; 2017
- Graduate Research Opportunities for Women Conference at Northwestern University; 2017
- 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