

Maria Folvarska

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EDUCATION

University of Illinois in Chicago (UIC): Honors College

Chicago, IL

Bachelor of Science in Mathematics and Computer Science, Bachelor of Arts in History

Major: Programming & Algorithms, Russian History

Anticipated Date of Graduation: May 2018

Minor: French

Cumulative GPA: 4.0/4.0

PROFESSIONAL EXPERIENCE

University of Illinois at Chicago- Department of Math, Computer Science and Statistics

Chicago, IL

Teaching Assistant

Fall 2016 to Present

- Promptly grade weekly quizzes for mathematical computer science introductory classes and enter grades into Excel

JF Painting and Remodeling Incorporated

Itasca, IL

Office Manager

August 2005 to Present

- Write and schedule estimates weekly for clients in order to increase business efficiency
- Translate emails and documents from English to Rusyn and vice-versa
- Collaborate with the manager to ensure proper documents are scanned, faxed, or copied in the office

Hyatt Regency Chicago

Chicago, IL

Concierge

October 2014 to May 2016

- Handled high volume of incoming calls daily on multi-line telephone and processed all customer requests including taking order, contacting customer, arranging deliveries or reservations, and accepting telephone payments
- Performed cash and credit transactions of up to \$300 and calculated and reconciled cash drawer of up to \$100 at end of shift with consistently high level of accuracy
- Designed handouts and informed the hotel guests and management on monthly city events

Metro Achievement Center

Chicago, IL

Summer Counselor

June 2015 to August 2015

- Assisted in math classes and developed a curriculum for and instructed an innovations class for 4th to 6th grades

US Department of State-US Embassy in Warsaw

Warsaw, Poland

Consular Intern

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

Itasca, IL

Chiropractic Assistant

September 2011 to April 2013

- Calculated discounts manually on customer transactions in addition to researching and systematizing items in stock thereby improving the accuracy of answering customer requests via telephone, email or in person
- Trained three new employees by introducing them to and guiding them through medical software, medical/insurance billing, and daily 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, Microsoft Office, Prezi, OPERA, GoConcierge, Eclipse Medical

Language: Native Proficiency in Slovak, Rusyn and English; Conversational in Russian, French, able to understand Polish and Czech

ACTIVITIES AND AWARDS

- Member of Phi Beta Kappa; 2016 to Present
- Dean's List; 2013 to Present
- Model United Nations; Fall 2014 to Present
- Volunteer Tutor at Metro Achievement Center; Fall 2014 to Present
- Great Lakes STEM Scholarship; 2016 to 2017
- Gordon Lee Goodman Award for Distinction in Undergraduate Studies; 2015 to 2016
- Critical Language Scholarship; Vladimir, Russia; Summer 2016
- Wenzel Morava Scholarship; 2014