

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

Cumulative GPA: **4.0/4.0**

Minors: French, Russian

Anticipated Date of Graduation: May 2018

RELEVANT EXPERIENCE

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

August 2005 to Present

- Assist at IT service desk by answering calls and assisting with technological problems
- Train professors and other students in the use of various software (ie: Turning Point)

UIC - Department of Math, Stats & Computer Science • Teaching Assistant • Chicago, IL

Fall 2016 to Present

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

PROFESSIONAL EXPERIENCE

JF Painting and Remodeling Incorporated • Office Manager • Itasca, IL

August 2005 to Present

- Write and schedule estimates weekly 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

- 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

Metro Achievement Center • Summer Counselor • Chicago, IL

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 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, Microsoft Office, HTML, CSS, LaTeX, Prezi, Github, MySQL, C++

Language: Native Proficiency in Slovak, Rusyn and English; Conversational in Russian, French

ACTIVITIES AND AWARDS

- Grace Hopper Scholar; Celebration of Women in Computing Conference; Orlando, FL; 2017
- Critical Language Scholarship (CLS); Russian; 2016 & 2017
- UIC MSCS Professor Herbert Alexander Scholarship for Mathematics; 2017
- CLS Alumni Ambassador; 2017
- Member of Phi Beta Kappa; 2016 to Present
- Great Lakes STEM Scholarship; 2016 to 2017
- Volunteer Math Tutor at Metro Achievement Center; Fall 2014 to Present
- Model United Nations; Fall 2014 to Present
- Russian Film Club; Fall 2014 to Present
- Dean's List; Fall 2013 to Present
- UIC Gordon Lee Goodman Award for Distinction in Undergraduate Studies; 2015 to 2016
- UIC Wenzel Morava Scholarship; 2014