

Madeleine Poziombka

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EDUCATION

The University of Texas at Austin – Austin, Texas

2016 – Present

BSA Biology • Business Foundations Minor

GPA: 3.28

Barrington High School – Barrington, Illinois

2012-2016

GPA: 4.211 on a 4.0 scale

EXPERIENCE

Office of the Dean of Students – UT Austin

September 2018 - Present

Student Associate

- I assist Dr. Douglas Garrard, Associate Vice President for Campus Life & Senior Associate Dean of Students, with confidential and general assignments. I am also a part of Dr. Garrard's task force for the reconfiguration of the MasculinUT program. Additionally, I participated on the hiring committee for the position of Associate Dean of Students and Director of Special Projects.

Fresenius Kabi USA LLC – Lake Zurich, Illinois

June 2019 – August 2019

Regulatory Affairs Intern

- Updated a Standard Operating Procedure (SOP) document for labeling, created an Excel spreadsheet for tracking productivity metrics, created a label template with the most common label requirements, organized Regulatory Affairs archives to comply with Food and Drug Administration regulations, updated work instructions to increase standardization across submissions, sorted department share drive for easier access to online documents, and created a product spreadsheet for standard solutions/premixes with key product information.

Tre Amici Pizza – Elk Grove, Illinois

January 2014 – August 2016

Front End Coordinator

- Job included food preparation, answering phones, taking orders, cleaning, and handling money from transactions.

Academic Activities and Achievements

High School: National Honor Society, Spanish Honor Society, Student Ambassador, Illinois State Scholar, received a JV letter in Cross Country and Track, Best Buddies, Big Red (spirit committee), Broncos Committed (club promoting high school students to be 100% drug and alcohol free)

College: Active member of Alpha Phi Sorority - Omega Chapter. Member of Alpha Phi's philanthropy, merchandising, and new member committee. Member of Not On My Campus, a student-led movement to end the silence surrounding sexual assault and create a safe environment for all students at the University of Texas. Proficient with Microsoft Office products.

Leadership

Student Mentor: spent time with freshman and helped them acclimate to high school during my junior and senior year.

Snowflake Leader: lead a school event that promoted kids to lead a drug and alcohol-free lifestyle.

MasculinUT task force: I help provide a student perspective for reconfiguring the controversial program at UT – Austin.

Volunteer Work

Weekly volunteering at the Garlands of Barrington retirement home, Barrington Giving Day (provides families in the area with gifts for their families during the holiday season), week long volunteering camp through the University of North Carolina - Wilmington (cleaned beaches, built cages to protect sea turtle nests, and planted oyster beds at St. James Plantation to improve water quality for residents), helped out at school sponsored activities through the Student Ambassador program and the National Honor Society.