

STEPHEN DAUS

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Dedicated, conscientious, and responsible student interested in the relationship between people and technology, and how to utilize tech to improve everyday life. Experienced in professional, fast paced service oriented and customer focused environment.

EDUCATION

Syracuse University, School of Information Studies
B.S. Information Management & Technology
GPA: 3.88 - Success Scholar Award

Syracuse, NY
May 2023

WORK EXPERIENCE

HWC Law Offices

Legal Assistant

- Scanned and filed legal documents
- Organized historical legal documents
- Interact professionally with clients and law offices through E-mail and over phone
- Performed administrative tasks associated with real estate closing files

Lincolnwood, IL
July 2017 – Present

Glenview Youth Baseball

Umpire

- Promoted good sportsmanship among players
- Adhered to and enforced proper rules and regulations
- Learned key people skills

Glenview, IL
June 2014 – June 2016

PREVIOUS EDUCATION

Glenbrook South High School

GPA 3.8

- National Honors Society (2018-2019)
- Athletic Academic Award (2015-2019)

Glenview, IL
August 2015 – June 2019

TECHNICAL SKILLS

Operating Systems: Windows 10, MacOS

Applications: Adobe Premiere, Final Cut Pro X, Microsoft Word, Excel, PowerPoint

Programing Language: Python

ACTIVITIES & LEADERSHIP EXPERIENCE

GBS Soccer (2015), GBS Volleyball (2015-2019), JV Volleyball Captain (2017), GBS Radio (2015-2016), GBS TV & Film (2018-2019), SU Intramural Flag Football (2019)

Youth Group Leader

Kairos Retreat

- 6-month leadership and active listening training
- Leader for 4-day retreat

Glenview, IL
May 2018 – November 2018