

William D. Lewandowski

Email: lewandowski@wmdominic.com | Phone: 701-929-0255
LinkedIn: www.linkedin.com/in/wmdominic | Portfolio: wmdominic.com



EDUCATION

- 09/2020 – Current **Bachelor of Science in Communication Arts and Literature Education**
Minnesota State University Moorhead (MSUM), Moorhead, MN
Current GPA 3.59
- 08/2020 – 05/2021 **Certificate in Publishing**
Minnesota State University (MSUM), Moorhead, MN
- 08/2014 – 05/2019 **Bachelor of Arts in English; Emphasis in Writing; Minor in Creative Writing**
Minnesota State University Moorhead (MSUM), Moorhead, MN
Cum Laude; GPA 3.55; Dean's List Student
- 08/2013 – 05/2015 **Certificate in American Sign Language**
Minnesota State Community and Technical College, Moorhead, MN
Completed all core courses but did not complete the computer credit.



EXPERIENCE

- 01/2020 – Current **Enrollment Specialist II**, Blue Cross Blue Shield of ND, Fargo, ND
- Processing insurance applications for a variety of types of coverage offered by BCBS of ND, such as Medicare supplements, employer group insurance, individual/direct pay insurance (both BCBSND policies/off-exchange and Marketplace/on-exchange policies), as well as correspondence for adjustments and cancellations, among other concerns about members' policies.
 - Working with system reports researching, fixing, verifying, and updating discrepancies found among members within the BCBSND system, mainly social security number and tobacco indicator errors due to the new laws and regulations.
 - Aiding team to make enrollment process and team stronger and better and taking on new projects and assignments as needed or requested.
- 09/2019 – 01/2020 **Enrollment Specialist I**, Blue Cross Blue Shield / Spherion, Fargo, ND
- Processed applications for employer group coverage and Medicare supplements.
 - Temporary position through the end of January.
- 05/2016 – 07/2019 **Server/Cashier**, Fargo Billiards and Gastropub, Fargo, ND
- Performed customer service, handling money, serving food, preparing drinks, and conducting private events for groups from 10 to over 250 people.
- 10/2015 – 05/2019 **Head Tutor/Writing Consultant**, MSUM, Moorhead, MN
- Helped clients with writing, academically and creatively, across many different subject areas and disciplines; from film to graduate essays to chemistry papers to simple English essays and everything in between.
 - Assisted a variety of students from across the globe, as MSUM has a large international student population, as well as with graduate students, PSEO students, and students with disabilities or special needs / accommodations.
 - Managed the University Writing Support Center when the director was not present. Reported any issues with the director and made sure the center ran smoothly. Addressed any student concerns that arose about assignments, professors, fellow tutors, or specific courses.
 - Kept track of the office online schedule and maintained client appointments.

- 05/2018 – 08/2018 **Programming Assistant**, MSUM, Moorhead, MN
- Programmed events for the next school year for our LGBTQ+ organization on campus.
 - Aided the director with any projects that needed to be throughout the summer for the LGBTQ+ center on campus.
 - Prepared for the upcoming school year by ordering supplies, requesting campus spaces, and registering events on the campus' student pages and social media.
- 01/2015 – 03/2016 **Substitute Paraprofessional**, Fargo Public Schools, Fargo, ND
- Substituted as a paraprofessional in many settings and environments from Kindergarten to 12th grade, and assisted teachers and schools with a plethora of tasks, such as study hall proctoring, resource room assistant, classroom aid, lunchroom and recess duty, one-on-one tutoring/guiding, etc.
 - Worked alongside students with special needs and mental health conditions as well as with mainstream students.
 - Often paired with deaf students due to my background in sign language.



SKILLS

- ★★★★★ Verbal and written communication skills
- ★★★★★ Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Teams
- ★★★★☆ American Sign Language
- ★★★☆☆ Adobe Photoshop and Adobe Bridge
- ★★★☆☆ HTML, CSS, and Python



INVOLVEMENT

- 04/2021 **Research Participant**, *Instruction and Classroom Assessment Research Study*, Washington State University
- 08/2020 – 01/2021 **Editor/Author Liaison**, *Listen, we all bleed*, New Rivers Press, MSUM
- 05/2017 – 05/2019 **Co-President/Vice President**, SPECTRUM, MSUM
- 04/2018 **Presenter/Researcher**, Student Academic Conference, MSUM
Confessionalist Poetry: Understanding Strength through Words
- 09/2017; 04/2018 **Mental Health Panelist**, MSUM
- 02/2019 **LGBTQ+ and Mental Health Workshop Presenter**, MBLGTACC, Wichita, KS
- 10/2018 **LGBTQ+ and Mental Health Workshop Presenter**, Minnesota Out! Campus Conference; Moorhead, MN
- 11/2019 **Published Author/Photographer/Poet**, *Sometime the Stars Say*, Self-Published
- 11/2017; 2018 **Published Author/Photographer/Poet**, Red Weather, New Rivers Press, Online & Print Editions
- 2015 – 2016 **Published Author/Photographer/Poet**, Opinion/A&E articles, The Advocate, MSUM
- 2013 **Published Author/Photographer/Poet**, The American Library of Poetry, Student Contest
- 08/2014 – 10/2015 **Bulletin Board Committee**, Education Minnesota Student Program, MSUM
- 08/2012 – 05/2014 **President/Vice President**, Writer's Club, Fargo North High School
- 01/2011 – 05/2014 **Special Education Volunteer**, Fargo North High School