

William D. Lewandowski

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EDUCATION

Bachelor of Arts in English; Emphasis in Writing; Minor in Creative Writing *May 2019*
Minnesota State University Moorhead (MSUM), Moorhead, MN
GPA 3.55; Dean's List Student

Bachelor of Science in Communication Arts and Literature Education *Sept 2020 – Current*
Minnesota State University Moorhead (MSUM), Moorhead, MN
Current GPA 3.57

Certificate in Publishing *May 2021*
Minnesota State University Moorhead (MSUM), Moorhead, MN

EMPLOYMENT

Enrollment Specialist II, Blue Cross Blue Shield of ND, Fargo, ND *Jan 2020 – Current*

- Processing insurance applications for a variety of insurance options offered by BCBS of ND, such as Medicare Supplements, Employer Group insurance, and Individual insurance, as well as correspondence from the call center or marketing.
- Working with system reports researching, fixing, verifying, and updating discrepancies found among members within the BCBSND system, mainly Social Security Number errors and Tobacco indicator errors due to the new laws and regulations.
- Using up to six computer programs at a given moment.
- Aiding team to make enrollment process and team stronger and better.
- Taking on new projects and assignments as needed or requested.

Enrollment Specialist I, Blue Cross Blue Shield / Spherion, Fargo, ND *Sept 2019 – Jan 2020*

- Processing enrollment applications for employer groups and Medicare supplements.
- Temporary position through the end of January.

Meat Clerk, Hornbacher's, Fargo, ND *Aug 2019 – Sept 2019*

- Packaging, preparing, stocking, grinding, and selling meat for purchase.
- Cleaning and preparing the meat department area.
- Assisting customers with questions and requests about the store or the meat department.

Server/Cashier, Fargo Billiards and Gastropub, Fargo, ND *May 2016 – July 2019*

- Dealt with customer service, handling money, serving food, and conducting private events.
- Assisted management with any extra things they needed like setting up rooms for events or completing with odds-and-ends tasks.

Head Tutor/Writing Consultant, MSUM, Moorhead, MN *Oct 2015 – May 2019*

- 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.
- Managed the University Writing Center when the director was not present, reported any issues with the director, made sure the center ran smoothly.
- Kept track of the office schedule and maintained staff and client appointments and scheduling while the director was out.

Communication Assistant, Communication Services for the Deaf, Moorhead, MN *Nov 2018 – Dec 2018*

- Relayed telephone calls for people with hearing impairments. Assisted callers with making phone calls to or from deaf people across the country.
- Required a typing speed of about 60 wpm.

Programming Assistant, MSUM, Moorhead, MN*May 2018 – Aug 2018*

- Programmed events for the next school year for our LGBTQ+ organization on campus.
- Aided the Director with any side jobs that needed to be done and did fun projects throughout the summer for the LGBTQ+ center on campus. Made sure everything was ready to go once fall semester started by ordering supplies, requesting campus spaces, and registering events on the campus student pages.

Substitute Paraprofessional, Fargo Public Schools, Fargo, ND*Jan 2015 – March 2016*

- Substituted as a para in many settings and environments from Kindergarten to 12th grade.
- Worked with students with special needs and mental health conditions alongside mainstream students.
- Often paired with deaf students due to my background in sign language.
- Assisted teachers and schools with a plethora of tasks, like study hall and lunchroom duty.

Cashier/Bookkeeper, PetroServe USA, Fargo, ND*March 2013 – Oct 2015*

- Filled propane, cleaned and stocked the store, and made sure money was being deposited correctly, as well as helping customers.
- Started doing the books on weekends; counted and recorded sales and money for the store, collected the deposit, and bundled receipts, which the manager would verify and send in on Monday.

SKILLS

- American Sign Language – Conversationally fluent
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Skype for Business, and Teams
- Some work with Adobe Photoshop and Adobe Bridge
- Bookkeeping and Data Entry experience
- Light computer programming and coding knowledge in HTML, CSS, and Python

INVOLVEMENT**Research Participant, *Instruction and Classroom Assessment Research Study*,
Washington State University***April 2021***Editor, *Listen, we all bleed*, New Rivers Press, MSUM***August 2020 – January 2021***Co-President/Vice President, SPECTRUM, MSUM***Summer 2017 – May 2019***Teaching Practicums, MSUM**

Alternative Learning High School

*Fall 2016; Fall 2017*11th / 12th grade English Classroom*Spring 2015***Mental Health Panelist, MSUM***Fall 2017; Spring 2018***LGBTQ+ and Mental Health Workshop Presenter:**

MBLGTACC, Wichita, KS

February 2019

Minnesota Out! Campus Conference; Moorhead, MN

*October 2018***Published Author/Photographer/Poet:***Sometime the Stars Say*, Self-Published*2019*

Red Weather, Print Edition

2018

Red Weather, Online Edition

Nov 2017

Opinion/A&E articles, The Advocate, MSUM

Spring 2015 – Spring 2016

The American Library of Poetry, Student Contest

*2013***Poetry Editor/Chief Poetry Editor, Red Weather, MSUM***2015 – 2017***Special Needs Volunteer, Fargo North High School, Fargo, ND***Spring 2011 – Spring 2014*