

# Karmen R.

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## Education

Marquette University, Mathematics and Political Science Major, Honors College, Expected Graduation Year: 2021

• **First-Semester GPA:** 3.0

• **Coursework Features:** Introduction to Computer Programming, Object-Oriented Software Design, Calculus II.  
*Westinghouse College Prep Chicago, IL. Graduation Year: 2017*

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## Intern Experience

### Economic Awareness Council

**Chicago, IL**

*Intern*

*February 2017- August 2018*

- Member of HR team (budgeted payroll and constructed contracts for members)
- Conducted financial education presentations to over 3,000 Chicago youth including banking and investing.
- Completed bank teller training, customer service skills and retail experience with banking products.
- Wrote for a teen magazine with articles concerning finance and business topics.

### Elevarte Community Studio

**Chicago, IL**

*Apprentice*

*February 2015 - June 2016*

*Intern*

*June 2016-August 2017*

- Sponsorship & Fundraising team (Reached out to local and corporate businesses for grants and donations)
- Administration Assistant - managed payroll for over 150 Chicago youth, answered phone calls, confirmed events and prepared for auditing.
- Taught comic drawing and clay class to school children as well as completed class registration.

*References available upon request.*

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## Work Experience

### Marquette Writing Center

**Milwaukee, WI**

*Tutor*

*August 2018-Present*

- Help both undergraduate and graduate students with writings such as dissertations, resumes, personal statements and lab reports.

### Carson's (Bon-Ton)

**North Riverside, IL**

*Sales Associate*

*April 2017- August 2018*

- Built communication and retail skills with cash handling and speaking to customers.
- Improved in sales such as opening store credit card accounts

### Macy's

**Oakbrook, IL**

*Sales Associate*

*October 2016-January 2018 (Seasonal Only)*

- Further built communication and sales through speaking with customers and opening store credit cards.

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## Activities and Volunteer Experiences

- **Sigma Kappa Sorority (January 2018- Present)**

*Diversity and Inclusion Chairwoman*

<https://www.sigmakappa.org>

- Participate in Philanthropic and Social Events: primarily fundraising for organizations in Alzheimer's

- **Girls Who Code (January 2018- Present)**

<https://girlswhocode.com>

- Volunteering helping girls in middle and high school with coding activities and projects to encourage girls to major in STEM fields.

- **WRITE Fellowship (January 2018- Present)**

<http://www.marquette.edu/writing-center/write-fellows.php>

- In charge of scheduling and conducting interviews in helping Rebecca Nowacek in writing chapter for Meaningful Writing Project

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## Skills:

- **Fluent in Spanish and English. Basic communication skills in French.**
- **Proficient in Microsoft Word, PowerPoint and Excel (in addition to Google Drive; Docs, Slides and Sheets).**