

Megan Anderson

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OBJECTIVE

Seeking to pursue a position with a company or organization that will provides continued career growth and advancement including other opportunities to build new skill sets. I would like an opportunity to learn more about your company and how I may help to enact change in a team oriented environment.

EXPERIENCE

NICASA Behavioral Health Services Zion, Illinois May 2017 – April 2018

Teen Court Juror

- Determined Sentences for Youth Offenders as Jurors and Attorneys

The Law Office of Judy K. Maldonado Gurnee, Illinois June 2017 – July 2017

Internship

- Organized Client Case Files, Created Legal Deeds using Microsoft Office™ Suite
- Attended Legal Proceedings, and Provided Assistance to Legal Professionals

Saint Mary's College Notre Dame, Indiana August 2019 – Present

Political Science Department Assistant

- Assisted professors with class materials, monitored the front desk, and designed marketing materials

Teaching Assistant January 2020 - August 2020

- Mentored and tutored fellow students and created class materials using Microsoft Office™ Suite

Scene Shop Assistant August 2018 - May 2019

- Constructed sets for productions, operated machinery, and programmed production operations

Shepherd's Crook Golf Course Zion, Illinois June 2020 - August 2020

Beverage Cart

- Served refreshments and calculated tabs while interacting with a diverse customer base

Cook

- Exhibited time management skills while cooking meals for customers while maintaining a

composed kitchen

Starter / Ranger

- Communicated with customers and organized tee times to ensure an appropriate pace on the course

Kenosha Country Club

Kenosha, Wisconsin

June 2017 - August 2019

Tennis Court Attendant

- Utilized tennis knowledge to improve player's skills while maintaining a clean and safe environment

EDUCATION

Saint Mary's College

Notre Dame, Indiana

May 2022

Pursuing a Bachelor of Arts in Political Science and Philosophy with a concentration in Law, Ethics and Politics

- Minor(s): Social Work and Justice Studies
- Cumulative GPA: 3.61

Zion-Benton Township High School

Zion, Illinois

June 2018

- Cumulative GPA: 4.2
- Honor Roll (Honor Diploma)
- Summa Cum Laude, National Honor Society, Director of Key Club, Most Valuable Player- Tennis

LEADERSHIP AND INVOLVEMENT

The Sisterhood of Service, Saint Mary's College

August 2020 - Present

President

- Pioneered a volunteer based club on campus in order to serve the South Bend, IN community

Political Science Club, Saint Mary's College

September 2020 - Present

Secretary/Treasurer

- Maintained a budget and communicated events to members to ensure the success of the club

Sophomore Class Representative

August 2019 - May 2020

- Promoted the club on campus and encouraged students to consider majoring in political science

Republican Club, Saint Mary's College

August 2020 - Present

Social Commissioner

- Planned social events to unite club members and stimulate an environment of inclusivity

Belles for Life, Saint Mary's College

August 2018 - Present

Club Member

- Participated in events that provided assistance to mothers within the South Bend, IN community

Circle K International, Saint Mary's College

August 2019 - May 2020

Vice-President

- Organized fundraisers to acquire funds for service projects and boosted membership by encouraging volunteering

Big Belle Little Belle, Saint Mary's College

August 2019- May 2020

Mentor

- Guided freshmen students through their first year at college and established bonds with them to cultivate community

SKILLS

- Familiar with Microsoft Word™ and Excel™
- Customer Facing
- Client Services & Support
- Problem-Solving
- Active-Listener
- Detail Oriented
- Organizational Skills
- Decision-Making

CERTIFICATES, CERTIFICATIONS and AWARDS

Illinois WorkNet

State of Illinois

July 2021

- Received State of Illinois Certificate for Career Advancement

Employee Connections, Inc., NFP

Waukegan, Illinois

July 2021

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate

