

Ivanna Findajob

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EDUCATION

Edgewood College Madison, WI

Bachelor of Arts

Major: Communication Studies

Expected Graduation: May 2020

EXPERIENCE

Edgewood College, Madison, WI

Academic Success and Career Development Center Outreach Coordinator

2016-Present

- Provide essential outreach to first year students about services offered within the Academic Success and Career Development Center, including tutoring, workshops, Math Lab, career development programs, etc.
- Establish and maintain effective working relationships with students, instructors and Academic Success and Career Development Center staff.
- Commit to time and effort in enhancing outreach to students about services offered in the center.

Bob's Burgers, Lake Wobegon, WI

Waitress

2015-2016

- Took orders from patrons for food or beverages.
- Prepared checks that itemize and total meal costs and sales taxes.
- Checked with customers to ensure that they are enjoying their meals and took action to correct any problems.

Lake Wobegon Animal Shelter Lake Wobegon, WI

Volunteer

2014-2015

- Answered telephones and scheduled appointments.
- Fed and watered animals according to schedules and feeding instructions.
- Performed animal grooming duties such as washing, brushing, cutting nails, and cleaning ears.

ACHIEVEMENTS

Edgewood College Madison, WI

NCAA All-Conference *Edgewood College Women's Volleyball Team*

2016

Dean's List

2016

Garrison Keillor High School Lake Wobegon, WI

Senior Class President: *planned student activities for Senior Class.*

2015-2016

Servant Leadership Program: *volunteered at St. Vincent de Paul Food Pantry.*

2012-2016

Student Council Treasurer: *monitored budget and funds for student council activities.*

2014-2015