

## MARGARET KOVAL

Address: n/a

Phone: n/a

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### EDUCATION

#### HUMBOLDT STATE UNIVERSITY

Bachelor's in Environmental Resources Engineering

Expected Graduation Date Fall 2018

**Currently Enrolled In:** Statics, Introduction to Engineering, and have completed Calculus 3 & Physics

#### PRAIRIE STATE COLLEGE

Associates Degree in Science, graduated July 2015

**Clubs:** Society of Women Engineers and American Society of Civil Engineers

### EXPERIENCE

#### VERTICAL PLUS MRI

6/2015-12/2015

*Front Desk Receptionist*

- Used clear communication over the phone while making appointments
- Preparation and management of company and patient reports following HIPPA guidelines
- Clerical administrative and data entry

#### SCHOOL CITY OF EAST CHICAGO

9/2014-3/2015

*Special Education Paraprofessional*

- Communication liaison between the teacher and students
- Transcribed clear notes for children to copy and understand
- Presented material tailored with different approaches to accommodate specific child needs
- Exhibited patience and understanding to work effectively with all children
- Collaborated with the teacher to maintain organization and structure in the classroom

#### OLYMPIA FIELDS COUNTRY CLUB

5/2013-10/2015

*Waitress*

- Used clear communication and customer service skills to up sell products
- Handled stressful situations with professionalism and ease
- Positive working relationship with peers and management
- Exhibited respectable phone etiquette when taking to go orders and reservations

*Golf Course (Halfway House) Attendant*

5/2011-8/2011 & 4/2012-10/2012

- Responsibilities included engaging with customers, maintaining cleanliness of the facility, using a POS system, and managing cash sales
- Responsible for tracking and stocking of inventory and sales reconciliation

### SKILLS

- Proficient with Microsoft Word and PowerPoint; Working knowledge of Microsoft Excel
- Familiar with written and oral Spanish