**Education**

Bachelor of Science in History– concentration: Political Science April 2017

Catholic Studies minor & Educational and Behavioral Sciences focus

University of Mary, Bismarck, North Dakota

**Related Work Experience**

*Virtual Office Manager (Independent Contractor)*

MBP/Vigilare Accounting+, LLC – Kenosha, WI (November 2021-Present)

* Tasks Manager
* Uploading and updating files in clients' online dropbox/google drive
* Researching and troubleshooting online tools (Microsoft Office 365)
* Scheduling appointments with clients
* Basic bookkeeping (categorization of Quickbooks transactions; reconciliation of accounts; running reports)
* Basic payroll (drafting invoices; compiling hours for payroll)

*Title 1 Instructor*

St. Anastasia School – Waukegan School District #60 (October 2020-June 2021)

* One-on-one/small group instructor for Math and Reading
* Communicating with parents and teachers about student progress

*Coordinator of Family and Youth Ministry*  
St. Raphael the Archangel Catholic Church – Archdiocese of Chicago (July 2018-April 2019)

* Coordinating Family Events
* Coordinating and leading youth ministry meetings and events
* Updating social media posts (Facebook and Instagram)
* Safe Environment Compliance Site Administrator (ensuring site compliance with the Archdiocesan Office of the Protection of Children and Youth)
* Evangelization Lead (site contact person for Renew My Church initiative with the Archdiocese)

*Substitute Teacher*

Our Lady of Humility Parish School – Archdiocese of Chicago (November 2017-May 2018; August 2020-February 2021)

* Substitute teacher/aide
* Long-term Substitute Teacher - 5th-8th Grade Science, 6th Grade Religion, and part-time 8th Grade Language Arts

*Totus Tuus Missionary* (May 2016 –July 2016)

Vocations Office - Archdiocese of Chicago, IL (Chicago, IL)

* Teaching catechism and music; supervising children during the day program
* Giving talks and meeting with teens during the night program
* Interacting with parishioners and having home visits (interaction with the public)
* Preparing lessons and talks for the programs
* Working on a missionary team of 5

*Totus Tuus Missionary* (May 2015 –July 2015)

Office of Evangelization and Catechesis - Diocese of Madison, Wisconsin (Madison, WI)

* *(Same as Archdiocese of Chicago Totus Tuus 2016)*
* Working on a missionary team of 4

**Internship Experience**

*North Dakota State Archives Reading Room Assistant* (May 2017- September 2017)

North Dakota Heritage Center and Museum – State Historical Society of North Dakota (Bismarck, ND)

* Researching, processing, and re-housing archival material
* Interacting with visitors (customer service) and office work
* Use of microfilm and cash register

*Communications and Education Office Intern* (January 2017-May 2017)

North Dakota Heritage Center and Museum – State Historical Society of North Dakota (Bismarck, ND)

* Historical interpreting – Docent and Floor Staff Member
* Developing and giving short programs for visitors

**Recent Volunteer Activities**

Young Adult Ministry |Lake County, IL (yamlakecounty.com)

* *Leadership Team Member* – August 2022-Present
  + *Website Editor*
  + *Events and Social Media (Facebook) Coordinator*
  + *Parish Contact*

Little Flower Parish | 2600 Sunset Ave, Waukegan, IL 60087

* *Religious Education Office Volunteer (St. Dismas)* – October 2017-December 2017
* *Youth Group/Retreat Adult Volunteer and Speaker (St. Dismas)* – September 2017-Present
* *Special Sacraments Co-Catechist (St. Dismas) –* January 2020-August 2020
* *Young Adult Group Coordinator –* March 2020-Present
* *Choir Member (St. Anastasia) –* July 2021-Present
* *General Volunteer –* September 2017-Present

**Licenses/Certifications**

* Illinois Substitute Teaching License 2020-2026
* Illinois Department of Children and Family Services Mandated Reporter Training Online Certification
* VIRTUS Training through the Diocese of Madison, WI certification
* 2014-2016 CPR/AED/First Aid Provider Certification
* American Red Cross Babysitter’s Training Certification

**Honors/Awards**

* University of Mary Honor Roll Fall Semester 2013 & 2014, Spring Semester 2014 & 2015

**Professional Development**

* Technology Workshop, Promethean Board - March 2015
* Technology Workshop, Online Resources - September 2016

**Skills**

* Computer skills: Microsoft Word, Powerpoint, Excel, Basic Access, Basic Website Design – Words per minute: 53 words
* Basic QuickBooks
* Basic Bookkeeping
* Guitar, Voice, Piano
* Music Livestreamer (Twitch & Kumu platforms)

**References** – (Available upon request)