

Michelle Wojtach

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Objective

To contribute my devotion, hard work, and creativity to an honest organization or business through a position that has potential for advancement.

Experience

CU Off Campus Housing & Neighborhood Relations- Office Assistant May 2011-present

- Assisted students, professors, and other CU affiliates find off-campus housing through a number of resources
- Communicated with property managers to advertise their houses for rent or sale
- Marketed the resources the office offered through door hangers, posters, Facebook, and other effective tools
- Registered parties in order to create better neighborhood relations
- Returned phone calls, sent emails, and created a schedule for the attorney in the office
- Assisted in hosting the International Town & Gown Association (ITGA) conference in Boulder

Elias Fund- Development Communication Intern August 2012-present

- Researched the different types of aid (micro financing, monetary donations, trips, etc.) in order to provide effective input to the fund
- Advertised the Elias Fund throughout campus through Facebook, International Coffee Hour, chalkboards, and other strategies
- Managed scheduling, member records, and meetings with other group members

OLPH- Secretary, Events Coordinator March 2009-August 2009

- Advertised the several groups the office promoted
- Assisted in website maintenance
- Organized the school directory
- Entrusted with entering important and confidential information

Dreams Gymnastics- Gymnastics Instructor, Party Supervisor October 2008-July 2009

- Taught children ages 4-12 gymnastics through group instruction and demonstration
- Supervised birthday parties, ensuring the party was both safe and entertaining
- Communicated face to face with parents about their children's skills, performance, and behavior
- Decorated and set up activities before birthday parties

Education

University of Colorado at Boulder August 2009-May 2013 (Graduation)

Pursuing a B.A. in International Affairs. Have taken courses in Economics, International Communication, Business Writing, Spanish, Geography, International Development, and Political Science. Have also taken elective courses in History, Geology, Dance, and Leadership.

Additional Skills/Activities

- Former United States National Team Member in rhythmic gymnastics (2006-2007)
- Participant in the 2007 World Championships for rhythmic gymnastics (qualifiers for the Olympics)
- Proficient in Spanish and comprehensive Polish
- Leader in Kairos 28
- Prioritization and time management skills
- Enjoy hiking, running, dancing, and snowboarding