

Sarah Milcarek

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Education

Illinois State University

Bachelor of Science in Human Resource Management and minor in Political Science

Normal, IL
May 2023

- GPA: 3.87/4.0

Work Experience

McLean County State's Attorney's Office

Bloomington, IL
January 2020 – May 2020

Intern

- Shadowed and assisted attorneys in preparation for court dates and during trials
- Drafted and reviewed a wide range of legal court documents at attorney's request
- Assisted clients in obtaining their court orders in the civil law department

Pink Slip Boutique

New Lenox, IL
July 2018 – August 2019

Assistant Manager

- Built relationships with client by consulting merchandises, directing modeling events, and flash sales
- Developed marketing and technology skills to update website and social media pages
- Mentored co-workers and personally sold over 300 dresses each season, averaging 15 hours a week

Scrunchtime

Normal, IL
September 2019 – November 2019

Co-Founder

- Donated profits of over \$2300 to the National Breast Cancer Foundation
- Utilized communication skills to reach out to organizations on making custom orders
- Used creative marketing and presentation skills to sell scrunchies to Illinois State University students

Illinois State Event Management, Dining, and Hospitality

Normal, IL
February 2020 – Present

Starbucks Barista

- Responsible for excellent and professional customer service to uphold company's brand name
- Prepare and serve a wide variety of hot and cold drinks accurately and quickly
- Balance classes, internships, and organizational activities while averaging 15 hours a week

Leadership and Organizational Experiences

Alpha Kappa Psi – Professional CO-ED Business Fraternity

Normal, IL
November 2019 – August 2020

Service Chair

- Networked with local organizations to discuss service opportunities for fraternity members
- Facilitated over 20 hours of community service events during the semester
- Directed a committee of 4 members to monitor events and hours of participation

Pledge Mentor

September 2020 – Present

- Cooperate with prospecting member to improve professional and personal development
- Schedule weekly meetings to discuss resume, linkedin, and mock interviews
- Frequent mentor-mentee events to strengthen the brotherhood of our business fraternity

Active Member

September 2019 – Present

- Attend many professional events and workshops to gain professional and leadership skills
- Conduct and partake in a number of mock interviews to improve communication fluency
- Participate in the Diversity and Inclusion committee to strengthen our sense of unity and culture

Women in Business

Normal, IL
September 2019 – Present

Member

- Partake in weekly presentation meetings to improve professionalism and leadership qualities
- Develop new ways to enhance women's equality in the professional world of business
- Engage in a variety of workshops and guest-speaker events to develop new network connections

Volunteer Experience

Men's Varsity Volleyball Team

New Lenox, IL
August 2015 – May 2019

Analytics Coordinator

- Managed and recorded statistics of players on a strict schedule

Honors and Awards

Illinois State University Dean's List

Spring 2020

- Academic standing at top 10% of Management majors in the College of Business

Illinois State University Honors Program

June 2019 – Present

- Participate in additional classes based on honors experiences with a GPA over 3.3