

# Stephen E. Sloan

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## EDUCATION

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### Illinois State University

Normal, IL

College of Business: Bachelor of Science in Finance and Business Information Systems

Cumulative GPA: 3.2/4.0

Expected Graduation: May 2022

## WORK EXPERIENCE

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### Village of Oak Lawn

Oak Lawn, IL

Public Works Summer Help

Summer 2016-2019

- Developed skills on how to use various tools and equipment involved in day-to-day processes
- Helped and assisted workers by assisting them on jobs as well as driving trucks
- Learned good communication and customer service skills by talking and interacting with many Oak Lawn residents to resolve issues

### Jewel-Osco

Palos Heights, IL

Courtesy Clerk

May 2017-May 2018

- Stimulated excellent communication skills by interacting with customers on a daily basis
- Taught basics of how their stock/supply and demand process works in company

## LEADERSHIP EXPERIENCE

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### Alpha Kappa Psi

Normal, IL

Tau Pledge Class

September 2019-Present

- Continue to develop my leadership and professional skills through various events and tasks
- Distributed work in running small business with other members of pledge class
- Actively involved in improving communication with future job professionals

### Illinois State Club Track/Cross Country

Normal, IL

Safety Officer/Run Coordinator

August 2018-Present

- Established rules and standards for everyday practice and safety guidelines
- Organized safety kit for all distance runners in case of any incident
- Coordinated with other members what are the best routes possible to avoid interference as well as making weekly events and schedule

### Illinois State Club Track Treasury Committee

Normal, IL

Treasury Committee

August 2018-Present

- Managing an active small fund composed to club dues and fundraising money
- Determining what expenses were best for the club events and trips to various meets
- Actively measuring best methods for planning events and trips for club

## VOLUNTEER EXPERIENCE

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### Hidden Talents

Chicago, IL

Summer Running Group Leader

June 2015-August 2019

- Provided knowledge of running to other group leaders and organization members
- Motivated young kids to get out and be active during summer months
- Collaborated with other group leaders and members on volunteer work throughout the year

### Chicago Ridge Animal Welfare

Chicago Ridge, IL

Student Volunteer

August 2017-Present

- Join a group of peers every other weekend to assist in getting shelter dogs out in the community
- Promote adopting shelter dogs through various community events

## COMPUTER SKILLS & OTHER SKILLS

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- Skilled in Microsoft word, power point, and excel
- Knowledgeable of Java
- Basic conversational ability in German