

# Rebecca A. Danik

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**Objective:** Hard working and dedicated leader looking to apply current knowledge into a clerical or assistant position while gaining further experience in the professional world and benefiting the organization.

**Professional Experience:** **08/2012 - Current** **Herb Brittner's Smoke House** **Zelienople, PA**  
**Clerk and Back Room Assistant**

- Responsible for managing storefront and waiting on customers
- Processed several orders a day, some upwards of \$500 per transaction
- Vacuum packed and sealed smoked meats to be sold in the store front
- Cut and packaged various meat products for sale
- Prepared several products, such as Beef Jerky, to be smoked and processed
- Helped solve technical problems with the computer system
- Efficiently ran the store front and led other workers alongside another student during the Christmas rush

**06/2015 – 08/2015** **Barnes and Noble at Duquesne** **Pittsburgh, PA**  
**Seasonal Retail Associate**

- Responsible for helping customers within the store and answering questions
- Responsible for processing textbook sales and rentals and retail sales at the front counter
- Responsible for pulling textbook orders for college rush alongside replacing returned books to the textbook section
- Ensured a clean storefront and maintained a high level of presentation
- Responsible for helping customers locate trade textbooks and provide guidance on book choices

**Education:** **Current** **BA Computer Science Engineering – Ohio State University** **Columbus, OH**

- GPA of 3.58
- Executive board member of charity eSports organization (eSports Initiative)

**May 26, 2015** **High School Diploma – Seneca Valley School District** **Harmony, PA**

- Marching Captain of esteemed marching band
- Treasurer of entire student based band program
- National Qualifier for Academic Games League of America tournament
- Graduated with a 4.0 G.P.A
- Member of National Honor Society

**Additional Skills:**

- Proficiency in Java programming language
- High level of knowledge with Microsoft Office
- Leader, attendance of several leadership workshops
- Event Planning
- Great communication skills

**Volunteer Experience:** Member of 4-H for multiple years, Volunteer at Gardens Veterinary Hospital, Volunteer for various conventions and eSports events throughout Ohio, Coordinated a large spaghetti dinner for Susan G. Komen which raised over \$2,000 for breast cancer research.

**Awards:**

- Dean's List for Autumn 2015 Semester
- Leadership award within Academic Games team

**References:** Available upon request.