

Christopher Chigi

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Skills/Strengths

- Effective interpersonal communication and problem-solving skills
- Team work and collaboration
- Very eager to learn new computer languages and topics related to my field of study.

Work Experience

- **St. Norbert College Advancement Office** | Office Assistant | *February 2018 – Present*
Extensive large database. I quickly learned how to access and find information in an Oracle database. My main duties are to create new entries and update old entries in the system. Working with a database has helped me recognize the importance of quality and attention to small details.
- **Kappa Sigma Fraternity – St. Norbert College** | Executive Board Member | *November 2017 - April 2018*

This senior level position provided me invaluable business experience. As an Executive Board Member and Grand Master of Ceremonies, the roles included oversight of many leadership positions in the fraternity. Executive board meetings were conducted weekly. I met with all positions I managed on a weekly basis. Responsible for all on-boarding of new members. These leadership positions provided a wide variety of learning opportunities. As a leader having oversight of the fraternity members, allowed me to enhance my ability to delegate and learn effective time management techniques, and develop effective interpersonal communication skills.
- **Pella Windows & Doors** | Workshop Hand | *May 2017 – August 2017; May 2018 – August 2018*
Summer job working 40-50 hours a week. Main duties were sanding and staining window and door frames. A key aspect of this job was making sure an order got done by its deadline.
- **Green Bay Packers Pro Shop** | Seasonal Employee | *October 2014 – February 2017*
This position had a wide range of tasks and responsibilities. Work involved the warehouse, store, and stadium facilities-- depending on the job that needed to be done. Position included checking in merchandise, taking inventory, restocking, making custom jerseys, working a cash register, customer service. Throughout my time at the Pro Shop I learned a wide variety of skills involving efficiency and the importance of professional customer service.

Education

- **St. Norbert College.** Majoring in Computer Science, minor in Mathematics. Anticipated to graduate in Spring 2019.

Conferences

- **Kappa Sigma Leadership Conference** | New Orleans, LA | *July 2018*
In the summer of 2018 I attended my fraternity's leadership conference in New Orleans. During this conference I attended several seminars focused on developing an individual's ability to be an effective leader. In these seminars supervision, time management, productivity, planning and overall organization were key areas stressed for professional effectiveness.

Technical Skills

- **Programming Languages:**
 - **Proficient In:** C/C#/C++, Java
 - **Experience With:** JavaScript, PHP, HTML