

DAMIAN GLADYSZ

Student

EXPERIENCE

Jun 2019
Aug 2021

OFFICE ASSISTANT HG Construction Services Inc.

| Niles, Illinois

• Composed letters and other correspondence, fostering external communications on behalf of leadership. • Drafted and sent out emails and memos for seamless communication. • Interacted with clients to resolve issues or answer questions regarding services rendered by company. • Answered incoming calls promptly and professionally; took messages or transferred calls to appropriate personnel.

Sep 2021
Aug 2022

CASHIER Menards Home Improvement

| Morton Grove, Illinois

• Provided efficient and courteous service to customers. • Operated cash register and accurately processed payments, returns, and exchanges. • Performed opening and closing procedures, such as counting cash register, restocking, and cleaning. • Greeted and informed customers of products, fostering positive store experiences. • Counted and balanced cash drawer at the beginning and end of each shift. • Handled customer complaints and inquiries in a courteous and efficient manner. • Maintained inventory and store visual presentation to meet customer needs. • Processed customer orders and ensured the accuracy of their purchases. • Delivered exceptional customer service at all points of contact.

EDUCATION

Aug 2016
May 2020

HIGH SCHOOL DIPLOMA Niles West | Skokie, Illinois

Aug 2020
May 2022

Oakton Community College | Des Plaines, Illinois

Aug 2022
May 2024

BACHELOR OF SCIENCE B.S. IN COMPUTER SCIENCE St. Norbert College | De Pere, Wisconsin

✉ damiangladysz24@gmail.com

🏠 7953 N. Nora Ave.

📞 (773) 592-1944

📅 Jun 13, 2002

🌐 Polish - American

OBJECTIVE

Dedicated Computer Science student with strong knowledge in programming languages and problem-solving skills. Highly motivated, quick learner with a passion for software development and desire to contribute to cutting-edge technologies.

SKILLS

- Issue Resolution
- Verbal and Written Communication
- Customer Service
- Documentation
- Retail Merchandising
- Team Oriented
- PHP
- Java
- HTML
- C/C++
- ASM

LANGUAGES

- Polish | Advanced
- English | Native