# Ostassia J



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# **More About Me:**

# **EDUCATION:**

Mount Mary College, Milwaukee, WI Bachelor of Arts in Communication, Minor in Business Administration May 2013 Concordia University, Mequon, WI

Master of Business Administration, Concentration in Communication and Public Relations- May 2018

# **Work Experience:**

Office Assistant~Ajilon Professional Staffing 4/2015-current
Substitute Teacher~Milwaukee Public Schools 8/2014-current
Enrollment Specialist & IT CSR Rep~Aurora Health Care 09/13-08/2014
INROADS HR Intern~ Aurora Health Care 06/2011-09/2013
Promise Programs Mentor~Mount Mary College 10/2012-09/2013

# **Campus and Community Involvement:**

Concordia University Study Abroad-Austria May 2018 Student Government Association 2014-2015 Ambassador for Mt Mary University Women's Leadership Institute 2013-2014

Grace Scholars Program-Special events and promotions 2013
Promise Program Scholar (TRIO) 2011-2013
Promise Project Plus Program Mentor (TRIO) 2012-2013
Communications Club Member 2012-2013
Big Brother Big Sister Mentor 2012
INROADS Alumni 2011-2013

## **Programs:**

MS Office

Adobe

Google Products

Canva

Trello

Wix

Weebly

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