

# MARIE SATHER

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**EDUCATION | UNIVERSITY OF MINNESOTA - TWIN CITIES** MINNEAPOLIS, MN  
BACHELOR OF SCIENCE, STATISTICS MINOR: MATHEMATICS ANTICIPATED DEC 2017  
3.29 GPA

- SKILLS AND ABILITIES |**
- Proficient in Spanish
  - Expert in Microsoft Office and Windows Operating System
  - Variety of mathematical, statistical, and technical writing courses
  - Adept in using R software

- RELEVANT EXPERIENCE | DOCUMENTATION AND ASSESSMENT INTERN** SCIENCE MUSEUM OF MINNESOTA ST. PAUL, MN  
DECEMBER 2016-PRESENT
- Work with other interns to explore food access issues
  - Analyze students' surveys of before/after attending museum science program
  - Perform logistic regression to observe overall trends and patterns
- BOOK PROCESSOR** O. MEREDITH WILSON LIBRARY MINNEAPOLIS, MN  
JULY 2016-DECEMBER 2016
- Assisted in moving 350,000 books are moved to offsite location, certifying they were accounted for in the database
  - Made certain trays and trucks and stocked and brought to the basement as efficiently as possible
- ROOM SERVICE/WAIT ASSISTANT** BEACON PUBLIC HOUSE MINNEAPOLIS, MN  
SEPTEMBER 2015-DECEMBER 2015; MAY 2016-AUGUST 2016
- Ensured all orders are filled in a timely and accurate manner
  - Prepared and delivered multiple room service orders
  - Managed event related work, including setting up tables and maintaining restaurant's cleanliness and organization
- SECRETARY** CIRCLE K VOLUNTEER GROUP MINNEAPOLIS, MN  
MAY 2015-MAY 2016
- Maintained all records, including club membership, dues, and committee activity
  - Documented club activity through meeting minutes
  - Volunteered in various projects
- GRADER/RECEPTIONIST/ASSISTANT** KUMON MATH AND READING CENTER BROOKFIELD, WI  
OCTOBER 2011-JANUARY 2016
- Supported, encouraged, and inspired students in enhancing their skills involving math and reading, including giving hints or explanations
  - Developed speed and accuracy in grading worksheets and preparing student files for class and answered parent inquiries dealing with center and program
  - Hosted and arranged the production of Awards Ceremony

- VOLUNTEERING |**
- GE, Community Service Day
  - Milwaukee Rescue Mission
  - New Richmond Preservation Society
  - Northwest Baptist Church
    - Nursery, preschool, food pantry