

Patrick J. Birk

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14040 Boxwood Lane • Orland Park, IL 60462

Professional Skills

Reliable Teammate

Great Public Speaker

Strategic and Organized

Strong Leadership Skills

Excellent Communication Skills

Sales Experience

Technical Skills

Microsoft Office:

Word

Excel

Access

PowerPoint

Objective

Seeking an internship position for Summer 2015 to broaden my management skills, quality assurance, and professional experience.

Education

Northern Illinois University, DeKalb, IL

Bachelor of Science in Business Administration,

Marketing Minor with a Certification in Professional Sales.

Expected Graduation: May 2016. Current Cumulative GPA: 3.0

Awards and Certifications

NIU Convocation Center Employee of the Month, September 2012.

Appointed to Chairman of the University Services Committee in the NIU Student Association Senate, January 2013.

Professional Experience

Dardis Academy, Dyersville, IA

May 2014-Present, Intern

Earned 40 hours of professional training and development followed by nine weeks of professional sales experience offering exceptional men's clothing.

NIU Convocation Center, DeKalb, IL

September 2012-Present, Security Supervisor

Oversee and direct security personnel to ensure all security needs are met.

Maintain order and respond to emergencies during events with crowds of 200 to 10,000 people.

NIU Police and Public Safety, DeKalb, IL

September 2013-December 2013, Intern

Accompanied officers on routine ride-alongs and assisted with campus security drills. Participated in routine tasks within each branch of Police Department.

Birk Plumbing Inc. Alsip, IL.

August 2011- December 2013, Laborer

Worked alongside plumbers in both residential and commercial projects.

Supplied hands on labor and was responsible for transportation of supplies.

Organization Experience

Alpha Phi Omega(APO), Service Fraternity

January 2014-Present, Member

NIU Student Association

August 2012-May 2013, Senator

Prepare legislature to be presented and voted on by the Student Senate.

Consult constituents directly to address current issues.