

# Marc Schleif

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**Note: This is an incomplete resume and has certain details omitted, please email me for a complete and up-to-date resume**

## Education

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**Bentley University**, Waltham, MA

Candidate for Bachelor of Science, Computer Information Systems, May 2013; GPA 3.22

Minor in Non-Profit Business Management

Bentley Business Bowl - 3rd Place, 2009; 2nd Place, 2010

## Work Experience

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**City Year Los Angeles**, Los Angeles, CA

Corps Member - Math & Literacy Coordinator

8/2010-6/2011

- Selected to participate in competitive one-year Americorps program (top 20% chosen) and completed over 1,700 hours of in-school and physical service during the 2010-2011 school year
- Collaborated with nine diverse teammates in an elementary school
- Improved students' attendance, behavior, and grades in math and English through 1-on-1 and small group tutoring
- Planned three school-wide math and literacy events and initiatives to educationally engage students and involve parents
- Ran and organized an after-school program for 60 students with homework tutoring and an original curriculum

**Alzheimer's Association**, Watertown, MA

Information Technology Intern

3/2010-7/2010

- Implemented office-wide network, hardware, and software upgrades with daily technology support
- Installed new servers, pushed updates office-wide, and managed users through Active Directory
- Created and facilitated staff trainings on how to maximize productivity with Microsoft Office 2010
- Installed a new wireless network to include mobile employees in office environment

**United States Census Bureau**, Greater Boston, MA

Enumerator

3/2010-7/2010

- Interviewed over 100 diverse households and contributed to the 2010 Census
- Implemented different strategies on a team to count as many households as possible

## Leadership Experience

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**Bentley University**, Waltham, MA

Economics-Finance Society Executive Board Webmaster

10/2011-Present

- Elected to help plan events, lead, and run organization
- Maintaining organization website and updating articles, blog posts, and social media

Service Learning Program Manager

8/2011-Present

- Managing a retirement apartment complex service site with a team of four other program managers
- Overseeing and maintaining the quality of students' daily service with the community partner
- Facilitating reflection periods for students after service and relating service back to the classroom

First Year Seminar Facilitator

8/2011-11/2011

- Facilitated a first year class to ease the transition for 23 students into college life
- Worked closely with a staff member to create curricula to engage students in small group and whole class discussions
- Served as a role model and mentor to students as they progressed in their first year of college

## Volunteer & Community Service

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Low Income Housing Coalition of Eastern Kentucky; Mary's House After School Tutoring; Salvation Army F.E.A.S.T. After School Program; America Clicks!; Brookhaven Cyber Coaches; Chesterbrook After School Program

## Computer Skills

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Windows XP, Vista, Mac OSX, Microsoft Word, Powerpoint, Excel, Outlook, Access, iWork, iLife, SQL, Java