

Marina Rajkovic

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Education

University of Minnesota
Bachelor of Arts: Political Science

Expected Graduation: May 2023
GPA: 3.7

Employment Experience

Milavetz Law, P.A.

Legal Assistant

Minneapolis, Minnesota

Jan 2023 – Present

- Assist lawyers with legal research and obtaining needed details for client files
- Communicate with medical providers and clients to receive up to date information

Office of Classroom Management

Classroom Condition Monitor

Minneapolis, Minnesota

Sep 2022 – December 2022

- Organize and verify classrooms are up to standards

Law Office of Attorney Julius Andriusis

Paralegal Assistant

Milwaukee, Wisconsin

June 2019 – Aug 2022

- Assisted paralegals with office duties to effectively meet client needs in a timely manner
- Communicated with clients via phone calls, E-mail, and Mail to keep them informed

Leadership and Involvement Experience

CHAARG

VP of Membership

Minneapolis, Minnesota

Apr 2022 - present

- Organized and planned 10 recruitment events leading to 73 new members in 2022
- Manage 8 small groups of members for weekly workout events

Chi Omega

Swishes for Wishes Assistant

Minneapolis, Minnesota

Feb 2020

- Assisted in coordinating an annual basketball fundraiser to benefit the Make-A-Wish Foundation of Minnesota

Minnesota Student Association

Student group representative

Minneapolis, Minnesota

Sep 2020- May 2021

- Attending weekly forums to discuss relevant issues on campus
- Weekly small team meetings to plan any necessary actions needed

Volunteer Experience

Feed My Starving Children

Oct 2019

- Created and packaged meals for those in need

Build-A-Bear

2016 – 2019

- Built and boxed stuffed animals to donate to the Children's Hospital and Salvation Army

WAWM Recreation & Community Services Department

2018 - 2019

- Assisting children through a Target helping them pick out toys using donated money during Holiday Season

Awards and Skills

- College of Liberal Arts Fall 2019, Fall 2021, Spring 2022 & Fall 2022 Dean's List
- Intermediate Serbian Skills
- Wisconsin Skill Standards Certificate of Occupational Proficiency
- Scholarships: American Red Cross (2019-2020), Diversity Study Abroad (May 2022)