

Maggie Milner

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Education

Illinois State University, Normal IL

Aug 2020

Bachelor of Science, Interdisciplinary Studies - Human and Educational Services Sequence

Study Abroad: University College Dublin, Dublin, Ireland

May-June 2019

Cumulative GPA: 3.47/4.0; Dean's List: Two semesters

Work Experience

Fox Valley Special Recreation Association, Aurora IL

Summers 2017-Current

Inclusion Aid and Day Camp Counselor

- Assist adults with severe and profound disabilities in a wide range of life skill development and therapy
- Create opportunities for inclusive leisure and recreational activities
- Manage and direct groups of children and adults with diverse and complex needs
- Develop relationships and effectively communicate with campers along with parents and guardians

Illini Elite Volleyball Club, Bloomington IL

Aug 2017-Nov 2018

Head Coach

- Corrected and instructed on skill development in all areas
- Ran drills at practices and tournaments to foster skill growth in an encouraging and positive environment
- Supervised and directed other adult assistant coaches

Dan Ross Allstate Insurance Agency, Geneva IL

Summers & Breaks, May 2013-Aug 2016

Customer Service Representative

- Ensured correct and organized completion of clerical and administrative duties
- Managed financial transactions with accuracy to decrease costs benefitting both clients and agency owner
- Comprehended and completed necessary documentation, proof of insurance, or other official paper work
- Collaborated with office staff to monitor, maintain, and grow retention and sales revenue
- Fielded compliments and complaints with excellent customer service in both oral and written communication
- Fostered positive working relationships and public image with local businesses and companies in the community

Extracurricular Involvement & Leadership

Zeta Tau Alpha- Eta Phi, Illinois State University, Normal IL

Sept 2017-Current

Active Member

- Collaborated with membership to raise funds for breast cancer education and awareness

Partners in Reading, Normal Public Library, Normal IL

Sept 2016-May 2018

Volunteer Reading Tutor

- Assessed reading ability for at-risk readers grades 1-5 while using different strategies to support fluency and comprehension

Boys and Girls Club of Bloomington, Bloomington IL

Sept 2016-Dec 2018

Teen Program Volunteer

- Tutored in academic content areas and shared college experiences to members in hopes of broadening student aspirations

Honors & Awards

Recipient, The Isabelle S. Purnell Memorial Endowed Scholarship for Future Teachers

Aug 2016