

Amelia Orlowski

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EDUCATION

Michigan State University - College of Social Science | East Lansing, Michigan Expected Grad. May 2027

Cumulative GPA: 3.85

Bachelor of Arts - Economics; Minor in Law, Justice, and Public Policy

Honors & Awards: Dean's List (Fall 23, Spring 24)

PROFESSIONAL EXPERIENCE

Lacey & Jones LLP | Troy, Michigan May 2024 - Aug. 2024

Legal Intern, Worker's Compensation

- Assisted in the review and summarization of subpoenaed medical records, billing over 150 hours of work to reduce attorney's workloads and enhance office efficiency.
- Utilized Microsoft 365 and Microsoft Word to create, format, and organize legal documents, enhancing the efficiency of the documentation process.
- Gained exposure to legal research methods and the procedural aspects of handling sensitive medical data.

Tropical Smoothie Cafe | Plymouth, Michigan

May 2021 - Aug. 2023

Shift Leader, Crew Member

- Assisted in training new staff, fostering teamwork and a positive work culture.
- Managed daily operations during shifts, ensuring compliance with food safety standards and maintaining a clean and efficient work environment.
- Coordinated team tasks and implemented strategies to improve service speed and quality, contributing to increased sales and repeat business.

LEADERSHIP AND EXTRACURRICULAR

Kappa Delta Sorority - Alpha Alpha Chapter | East Lansing, Michigan Sept. 2023 - Present

Director of Finance, DEI Team, Bylaws Committee, Spirit and Banner Committee, Matching Committee, Recruitment Decoration Committee (Spring 24 - present)

- Prepared monthly financial reports and notified active members of overdue balances, ensuring compliance with national and chapter regulations.
- Developed and implemented programs aimed at promoting diversity, equity, and inclusion within the chapter, increasing member engagement and awareness.
- Collaborated with a committee to review and revise chapter bylaws, ensuring alignment with national standards

MASC/MAHS College Volunteer Facilitator Corps (CVFC) | Lansing, Michigan Apr. 2023 - Present

Camp Administrative Team (July 2023), Level 1 Junior Counselor (July 2024), Social Media Chair (Apr. 2024 - Present)

- Provide guidance and support to student leaders throughout MASC/MAHS Summer Leadership Camp, fostering a welcoming environment that encourages personal growth and collaboration.
- Assisted in coordinating logistics for camp activities, ensuring a seamless experience for high school campers while adhering to safety and organizational guidelines.
- Oversaw over 3 MASC/MAHS high school leadership conferences, facilitating educational activities and presentations to equip students with actionable knowledge for their home schools.
- Created engaging and visually appealing content, including graphics, videos, and posts that highlighted organization events, initiatives, and member achievements.

SKILLS & INTERESTS

Skills: Microsoft Office, Canva

Interests: Weight lifting, fiction books, general admission concerts, traveling, and *The Sound of Music*.