

Jack Durkin

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(708) 567-1590

Education

St. Norbert College, De Pere, WI

Bachelor of Arts

Major: Communication & Media Studies

Minor: Political Science

Graduated May 2022

Fenwick High School, Oak Park, IL

2014-2018

Work Experience

RT Specialty, Chicago, IL

May 2022-

Broker Assistant

Village of Riverside Public Works, Riverside, IL

May 2021-August 2021

Seasonal Laborer

- Performed duties to keep the town clean and running smoothly
- Operated small machinery and numerous vehicles
- Assisted in storm cleanup and special events
- Followed orders from the Crew Leader and the Superintendent

Southern Glazer's Wine & Spirits, Bolingbrook, IL

June 2020-August 2020

Order Picker/Warehouse Worker

- Worked on the night shift to ensure orders were picked for morning deliveries. This involved manually picking cases and resolving misorders. Learned vastly about the liquor distribution industry.

Clifford Law Offices PC, Chicago, IL

December 2019-January 2020

Clerk/Runner

- Worked in a fast paced legal office. Daily duties included making copies of legal documents, faxing documents, delivering and picking up documents to and from other businesses and law firms and filing legal documents at the Circuit Court of Cook County, Illinois Supreme Court, Illinois Court of Claims, and the United States District Court for the Northern Illinois District.

Riverside Swim Club, Riverside, IL

May 2018-August 2019

Head Lifeguard

- Was part of the management staff for the pool. Was a liaison between the management and lifeguards. Duties included monitoring pool chemical and water levels, kept track of lifeguards working hours, taught weekly inservice training sessions, oversaw minor maintenance projects and the setup and cleanup of special events.

Activities

St. Norbert College

- Investment Club- Secretary

Fenwick High School

- Football (4 years)
- Volunteered at St. Catherine-St. Lucy School (Oak Park, IL) and oversaw their after school gym program

Skills

Computer Skills: Microsoft Office, Microsoft Powerpoint, Microsoft Word, Google