

Alexander Ostojic

773-512-2788 – asostojic96@gmail.com – <https://www.linkedin.com/in/alexander-ostojic/>

Education

Illinois State University – Normal, IL December 2019
Bachelor of Science in Risk Management & Insurance and Finance GPA: **3.84/4.0**
Dean's List: Spring 2018
Academic Awards: 2018 Outstanding Junior in Insurance, 2018 Charles Norman Dean's Scholarship

Work Experience

University Housing Services – Normal, IL
Resident Assistant August 2016-present

- Assist in administrative duties and enforce residence hall rules and regulations
- Create, plan, and implement academic, civil engagement, diversity, independence, and social programs
- Correspond with a floor of approximately 52 residents as a live-in student leader
- Participates in an on-call rotation and assists in the hiring process of student staff and professional staff selection
- Promote academic excellence, address student needs, and encourage involvement among residents

Service Area Manager August 2016-present

- Contact the Resident Assistants and Professional Staff to assist when appropriate
- Sort and log letters and packages manually, check addresses, and contact residents about packages
- Use a database to check in and out keys, packages, front desk equipment, and guests

Conference Assistant May 2018-August 2018

- Assisted in acquainting conference sponsors with conference policies, procedures, facilities, and emergency procedures
- Communicated regularly with the residence hall professional staff and made referrals when necessary
- Covered desk shifts and provided building safety to conference guests

Tour Guide August 2016-May 2017

- Interacted as a dedicated student and role model with prospective students and families
- Showed families and students the lobby, basement, fitness center, and a standard residence hall double room

Owasippe Scout Reservation – Twin Lake, MI

Order of the Arrow Camp Coordinator June 2015-August 2016

- Collected and organized fees and paperwork for program activities using an online database
- Marketed the Order of the Arrow program and served as the live-in liaison at summer camp
- Organized a team of 30 staff members and coordinated ceremonies for youth and adults within the program

Campus Involvement

Redbird Career Portfolio Mentor Program – Mentor October 2018-present

- Communicates regularly with my mentee and provides etiquette, networking, classes, and career opportunities tips

Student Disability Network – President May 2018-present

- Delegates the club to enhance advocacy, encourage disability awareness, and form relationships

Business Week Mentor Program – Mentor November 2017-February 2018

- Expanded my mentee's professional skills by providing knowledge about etiquette, networking, and career opportunities
- Participated in networking events with my mentee to develop career readiness

Gamma Iota Sigma – Active Member September 2017-present

- Attends chapter meetings to be informed about upcoming panels, networking events, and development opportunities
- Attends lunch and learns to increase knowledge on career paths in the insurance industry
- Participates in the Gamma Iota Sigma International Conference and the Chicagoland Risk Forum

College of Business Dean's Office – Student Ambassador September 2017-present

- Serves as a dedicated student and shows prospective students the State Farm Hall of Business

Illinois State University Bowling Team – Member August 2017-present

- Competes in collegiate bowling tournaments throughout the Midwest

Student Conduct and Conflict Resolution – University Hearing Panel Student Representative April 2017-present

- Reviews information, makes decisions, and imposes educational sanctions when violations have been established

Community Service

Boy Scouts of America - Eagle Scout, Vigil Honor September 2004-December 2018

Office of Admissions – Volunteer Admissions Tour Guide September 2015-August 2016

Normal Public Library – Partners in Reading College Mentor September 2015-December 2015