

Natalia Gladysz

(312) 539-4587 | natalia0gladysz@gmail.com | www.linkedin.com/in/natalia-gladysz0

Summary

Enthusiastic, dependable worker interested in acquiring experience in communication-related fields. History of academic achievement with a professional approach to the workplace. Adaptable and ready for new opportunities and exposure to different work environments post graduation.

Education

St. Norbert College – De Pere, WI

Aug. 2023 to May 2026

B.A. in Communication & Media Studies, Psychology Minor

GPA: 3.86/4.00

Recipient of the Trustee Distinguished Scholarship, Abbot Pennings Award, and the Reverend Joseph E. Dorff Award in Media for academics

On the Dean's List for every semester attended

Experience

Career Center Office & Marketing Assistant, St. Norbert College – De Pere, WI

Sept. 2025 to present

- Manage daily office operations, supporting students and staff through front-desk communication, problem-solving, and administrative coordination
- Assist in designing and recording promotional materials to support marketing initiatives

Media & Marketing Intern, De Pere Christian Outreach – De Pere, WI

Sept. 2024 to Dec. 2024

- Regularly assisted with thrift store operations, including putting items on display, pricing clothing, designing store signs, and typing up necessary documents
- Represented DPCO at two volunteer fairs
- Participated in preparations for the third annual Fashion Cents Show

Office Support Assistant, St. John Brebeuf Parish – Niles, IL

Feb. 2022 to Aug. 2024

- Greeted clients upon arrival in a professional, friendly manner, addressing their inquiries and requests
- Received phone calls and directed them to the appropriate personnel
- Managed daily office operations, including filling out certificates and forms, fulfilling requests, and maintaining office cleanliness
- Alternated between Polish and English regularly to accommodate each client in their preferred language

Skills

- Polish – Native proficiency
- Spanish – Limited working proficiency
- AP style and editorial writing
- Social media content creation
- Google Workspace

Activities

Editor-in-Chief for the St. Norbert Times – De Pere, WI

Jan. 2025 to present

- Led editorial operations for a biweekly student newspaper, including assigning articles, managing deadlines, editing content, running meetings, and publishing final pieces

Anchor for the Knight News – De Pere, WI

- Announced campus-related events for St. Norbert's weekly news show