

Jasmina Omerovic

EMAIL: omerovicjasm@seattleu.edu

TEL: (206) 604-8234

Bellevue, WA

SUMMARY OF QUALIFICATIONS

- Over ten years of customer service experience
- Well organized, capable of operating to tight deadlines, detail oriented, fast learner
- Leadership experience working as lead teacher in a preschool
- Experience in managing finances as treasurer for a non-profit organization
- Consistently strong academic performance as a student at Bellevue College
- Dedicated to collaboration, professionalism, and integrity

SKILLS

- Operating Systems: Windows Vista, Windows 8, Windows 10, Mac OS X 10.11
- Software/Applications: Microsoft Office 2010 and 2013, Microsoft Office for Mac 2011 including MS Word, MS Excel, MS PowerPoint, and MS Outlook, social media tools including blogs, Facebook, and Twitter
- Fluent in Bosnian/Croatian/Serbian language (written and spoken)

EDUCATION

Seattle University

Bachelor of Science in Mechanical Engineering

Anticipated graduation: June 2020

Bellevue College

Associate of Arts with High Distinction, December 2017, Associate of Science with High Distinction, August 2018
GPA: 3.62/4.00

- Courses included: Vector Calculus, Physics, English composition, communication studies, research paper writing, Differential Equations, Linear algebra, Engineering Statics-Dynamics, Mechanics of Material
- Member of Phi Theta Kappa Honor Society
- Member of STEM to Stern

AWARDS

- Alfie Scholarship at Seattle University, 2018-2020
- NASA Community College Aerospace Scholar, 2018
- STEM to Stern and Boeing Scholarships 2016-2018
- Bootstrap mathematical award at Bellevue College 2017
- President of Bellevue College Physics Club (Sum of All Forces) 2017-2018

EXPERIENCE

Voices of the Bosnian Genocide (Bosnian-American Institute)

Bellevue, WA

Co-founder and Treasurer

December 2014 – Present

- Oversee the fundraising and financial management of a 501(c)(3) nonprofit community organization dedicated to human rights education and youth leadership development
- Received individual personal and corporate donations totaling over \$30,000 in our inaugural fiscal year
- Bookkeeping and creating an annual financial statement
- Allocating financial resources and making payments on behalf of the nonprofit
- Assist in leading board meetings and presenting on our nonprofit's revenues and expenditures
- Hosting and delivering public speeches during community events

Academic Success Center at Bellevue College Math Lab

Bellevue, WA

Tutor

January 2017-Present

- Coaching 20 students to think critically and simplifying math concepts leading to an increase in better test scores and better understanding of the material

University of Washington Aeronautics Lab

Seattle, WA

Volunteer

January 2017-June 2017

- Worked in team environment, supervised by graduate students, to build a robotic fish
- Collaborated on a demo that uses neutrino coding and wind capability to demonstrate gravity for younger students

Workforce Education at Bellevue College

Bellevue, WA

Office Assistant

March 2016-December 2016

- Provided students educational resources and information on workforce education programs
- Collaborated with program managers on completing various projects
- Advanced administrative work including office management, filing and calendar scheduling for students and advisors

Bridle Trails Toys and Tots

Bellevue, WA

Lead Teacher

July 2006-March 2016

- Developed daily lessons and weekly education themes for preschool students
- Engaged daily with approximately twenty young learners to teach education themes including basic mathematics, science, and language
- Collaborated with managers and coworkers to provide a continuum of care and meet educational and socialization goals
- Filled out and filed forms and documents