

EMILI KOSIK

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WORK & VOLUNTEER EXPERIENCE

Tip Assistive Technology LLC, Intern/Asst., TX, Austin

2025-Present

- When a startup's media outreach lacked structure, I **organized** its public-relations process by **drafting** press releases and **coordinating** outreach, ensuring consistent communication across all media channels.
- **Translated** and **crafted** promotional text, ensuring clear and persuasive messaging for target audiences.
- **Edited** advertising video drafts for clarity, flow, and brand consistency.
- **Initiated** contact with potential collaborators, successfully establishing new **partnership** opportunities.
- **Coordinated** and **scheduled** meetings between management and potential collaborators, facilitating new partnership discussions.

Piter Shawarma, Intern, Serba, Belgrade

2023-2024

- When Piter Shawarma struggled to attract customers after opening, I **contributed** social media ideas and **designed** promotional graphics, helping increase customer flow by around **25%**.
- **Conceptualized** and **designed** promotional materials, contributing to enhanced brand reach/engagement
- **Translated** minor content into 2-3 main languages, ensuring clear communication across diverse markets.
- **Managed** a consistent online posting schedule, **cultivating** an active social media presence (mention frequency and any growth metrics).
- **Developed** visually compelling announcement posts, **driving** communication for key initiatives

Tutor, Chartwell International Lower Secondary School

Sept 2023 - May 2024

- When my classmates frequently asked for help at different times, I **created** a notebook to **organize** common questions and **track** progress, which improved my productivity by about 25% and encouraged more classmates to study with me.
- **Instructed** students on core subject matter, ensuring comprehensive understanding and addressing specific learning gaps.
- **Interpreted** and **communicated** complex information for foreign students, facilitating effective learning.
- **Monitored** and **tracked** student progress, adapting teaching strategies to address emerging challenges/achievements.
- **Motivated** students to pursue independent study, fostering self-directed learning skills.

CLUBS & ORGANIZATIONS

Chartwell International Lower Secondary, Film Club Vice-President

2023-2024

- When a lack of equipment paused our film club's production, I **volunteered** to **buy** microphones, cameras, and props, allowing us to resume filming and increase video quality.
 - **Edited** and **enhanced** video footage and audio files for cinematic projects.
 - **Coordinated** all meeting and recording schedules, ensuring efficient project timelines and optimal resource allocation
 - **Facilitated** seamless and efficient communication within the project group chat.
 - **Delegated** project roles and **recruited** new volunteers, successfully growing the team.
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EDUCATION

Round Rock High School

Expected Graduation May 26, 2027

- Maintained **4.0+ GPA** since starting high school.
 - **Relevant Coursework:** AP Pre-calculus, AP Physics, Business Management, etc.
 - **Honors:** Member of the National English Honor Society
 - **Clubs & Organizations:** Vice-president of Film Club in Serbia, member of comic club, DECA, non-competitive swimming.
 - Assisted the teacher with daily classroom activities by organizing materials, helping students with assignments, and supporting lesson preparation.
 - Volunteered to help a teacher move classrooms outside of school hours.
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ACHIEVEMENTS & INTERESTS

- Multiple Certificates from a **Game Design** Course 2023
 - University of Design, **UTeens** Program Certificate 2022
 - **Cycling/Biking** in parks
 - Traditional and Digital **Art**
 - Dissecting **details** and **symbolism** in visual and audio material (movies, music)
 - **Historical** facts and personal **ancestry**
 - Psychology
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CERTIFICATIONS & SKILLS

- Word Microsoft Office Specialist
- Excel Microsoft Office Specialist
- PowerPoint Microsoft Office Specialist
- Visual and Web Design knowledge.
- Problem solving.
- Customer service.
- Attention to details.
- Fluent in English and Russian.
- Proficient understanding of French, Spanish, and Serbian.