

# Kiley Williams-Chvosta

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## Education

Expected Graduation December 2027

**St. Norbert College, De Pere, WI**- Major in English with a French Minor

## Experience

September 2024 - Present

**Writing Consultant, Saint Norbert College, De Pere WI**- Staff

- Assist and accommodate for clients that use the writing center as a resource at any stage of the writing process
- Effective communication and ability to gain understanding with clientele
- Active listening and question asking to better support different learning styles and goals

June 2023 - August 2025 (seasonal)

**Breezy Hill Nursery, Menomonee Falls, WI**- Cashier

- Assist customers with basic and specific needs
- Sales Associate for retail customers
- Operate Point of Sale System, including opening and closing functions
- Assist in training new coworkers for both minor and major functions
- Care for plantstock by watering, cleaning, organizing

September 2023 - December 2024

**Theater Technician, Saint Norbert College, De Pere WI**- Staff

- Set up and ran events in multiple venues, as well as communicated and clarified tech notes often to ensure that everything went smoothly
- Found practical solutions to problems brought to attention
- Addressed emergencies, safety procedures, and first aid when needed

## Awards and Achievements

- National School Choral Award, 2023
  - The National School Choral Award is the highest honor for high school chorale performers.
- Dean's List (Fall 2023 - Fall 2025)
- Publication of poetry in *Anemone Magazine's* sixth issue

## Skills

- French (five years of french education)
  - Reading:
  - Writing: can write full, descriptive, and explanatory sentences in both first and third person
  - Speaking: Able to hold conversation and ask necessary clarifying questions for comprehension and understanding
- Understanding of IPA and its application to different languages and linguistic devices
- Familiarity with MLA, APA, and Chicago styles.
- Understanding of history and scholastic research and its practical appliances

## **Activities**

- Event Coordinator for Sigma Tau Delta, National English Honor Society
- Chamber Choir
- Member of Knight Theater
- Member of Creative Writing Club