

M A D E L I N E W I S E

"The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty." - Winston Churchill

ABOUT

I am a creative, driven, and interactive individual with a taste for fashion and lifestyle. I have a niche for social media and marketing, with an interest in brand establishment and an eye for aesthetic.

EDUCATION

2015 - 2019 • *University of Akron*
Bachelor of Arts in Communication

- Public Relations Major
- Business Administration Minor
- Professional Social Media Certification
 - GPA: 3.59
 - Dean's List: 6 semesters

EXPERIENCE

2019- **Lexus of Akron-Canton**

Present Front Desk Receptionist

- Answer a variety of phone calls and help direct customers to whom they need to speak with.
- Trusted by upper-level individuals to have access to large amounts of money from sales.
- Use CDK to receipt for sales associates and fill out paper work for Dealer Trades.

7/2014- **Parasson's Italian Restaurant**

Present Server

- Deliver high-level service to guests to ensure customer satisfaction.
- Manage delivery of orders, timely service, and financial transactions.
- Working 25 hours weekly while enrolled as a full-time undergraduate student.

2018 **Total Office, Inc.**

Marketing Assistant

- Generated creative content on business account for multiple social media platforms.
- Created unique content via Canva to post on social media accounts.
- Worked on Trello to get feedback and approval before posting content on accounts.

2017 **The University of Akron, Simmons Hall**

Student Assistant

- Performed tasks necessary to assist concerned students regarding their transcripts.
- Trusted by upper-level individuals to have complete access to all student accounts and information.

HONORS AND VOLUNTEERING

• **Adult Chaperone** - Coventry Middle School 8th Grade Washington D.C. trip (2018, 2019)

• Alpha Gamma Delta Omega Chapter, Women's Sorority (2015-2017)

- **Purchasing Coordinator:** Fall 2015 - Spring 2016

• The University of Akron Presidential Scholarship (2015-2019, 8 semesters)

• **Camp Counselor** - Camp Invention (2015)

• Manchester Education Foundation Scholarship (2015)

SKILLS

• Proficient in Microsoft Office (Word, PowerPoint, Excel)

• Beginner in Adobe Creative Cloud (InDesign, Photoshop, Illustrator, Premiere)

- Social Media
- Typing
- Email Communication
- Google Drive
- Blogging
- Website Design