

MADISON SMITH

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Education:

University of Connecticut

August 2020- May 2024

Storrs, Mansfield, CT

Bachelor of Arts, Journalism

Relevant Courses: Reporting and Editing TV News, Publication Practice, Multiplatform Editing

Asnuntuck Community College

August 2018 - May 2020

Enfield, CT

Associate of Science, Journalism: Broadcasting

Relevant Course: Advanced Audio Production, Video Production, TV News Production

Relevant Work Experiences:

Student Administration Assistant

May 2022- August 2022

Chemistry Department, University of Connecticut, Storrs, Mansfield, CT

- Created content for Instagram, LinkedIn, and other social media platforms
 - Utilizing MailChimp for newsletters
 - Organized social events for staff, faculty, and students
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Student Bookkeeper

May 2021 - May 2022

Mechanical Engineering Department, University of Connecticut, Storrs, Mansfield, CT

- Uploading receipts to Concur software
 - Emailed students, faculty, and Staff
 - Managing expenses with Microsoft Excel
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Work Experiences:

Unarmed Security Guard

August 2025 -Present

Allied Universal, Blythewood, SC

- Watched over the site
 - Carrying out safety and site procedures
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Kennel Attendant

August 2022 -February 2025

Baywood Kennels, LLC, Willington, CT

- Developed content for Instagram
 - Caring for Dogs, Cats, and Birds
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Dunkin Donuts Crew Member

January 2019 - May 2022

Willington, CT

- Problem-solving with customers
 - Working in a fast-paced environment
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Skills:

Video Software: Adobe Premiere Pro, Audition, Photoshop, Rundown Creator, Instagram, WordPress, X, and Mailchimp

Software: Microsoft Suite, Paint, Google Suite, and Concur