

Madison Collado

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WORK EXPERIENCE

Freelance

Aug 2021 – Aug 2023

Project Manager (Marketing)

Remote

- Managed and maintained executive schedules.
- Read and analyzed incoming memos, submissions, and reports in order to determine each piece's significance and effectively plan their distribution in the schedule.
- Performed general office duties, such as ordering supplies, maintaining records, managing database systems, and performing basic bookkeeping.

PetSmart

Sep 2022 – July 2023

Retail Associate

Wylie, TX

- Provided product samples, coupons, informational brochures, and other sale incentives that increased customer retention and satisfaction.
- Maintained register and store cleanliness while providing excellent customer care, shopping for and delivering online orders, and attending to the store's variety of small animals, reptiles, and birds.

Collin College

Aug 2021 – Jan 2023

Administrative Assistant

Wylie, TX

- Scheduled and confirmed appointments for clients, staff, and supervisors.
- Greeted visitors or callers and handled their inquiries; directed them to the appropriate persons, including staff, faculty, or other departments according to their needs.
- Trained and assisted staff with computer and database usage.

Texas State University

Aug 2019 – Dec 2019

Volunteer Composition I Tutor

San Marcos, TX

- Tutored Composition I for incoming freshmen; taught students how to catch mistakes in their writing, as well as how to use proper punctuation, syntax, and formatting in order to adhere to MLA and APA rules.
- Worked alongside Composition I teachers by remaining up-to-date on current lesson plans and reading through campus-provided textbooks in order to remain on the same page as incoming students.

EDUCATION

Collin College

AA in Communications

Wylie, TX

SKILLS & CERTIFICATIONS

Certifications: Teaching.

Skills: Microsoft Office, Google Suite, project management, tutoring/teaching, copywriting, customer service, business communications, training and teambuilding, leadership, inventory management, recruitment.

OTHER HISTORY

Texas State Teachers' Association

Aug 2021 – May 2022

President: Collin County Chapter

Wylie, TX

- Polled and led a group of 200+ aspiring educators alongside fellow officers.
- Managed chapter schedule, which included but was not limited to scheduling meetings, fundraisers, and other appearances made at various district events.
- Determined which education-related subjects that the TSTA members would like to hear from, then arranged for a variety of experienced guest speakers to attend monthly meetings in order to give related lectures.