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Madeline McLaughlin

EDUCATION

BA, CORPORATE COMMUNICATIONS

Walsh University
2018

AAB, BUSINESS MANAGEMENT

Stark State College
2016

HS DIPLOMA

Lake High School
2013

EXPERTISE

Communications

Digital Advertising

B2B Marketing

Public Relations

Critical Thinking

Quality Assurance

Clerical

VOLUNTEER

Social Media & Graphic Design
Work

Milo's Sanctuary, Inc. | 2018

Graphic Design Work

PetGuards Clinic | 2018

Ohio State Director

Millennials for Ted Cruz | 2016

Marketing & Development Help

Conservancy for Cuyahoga

Valley National Park | 2016

EXPERIENCE

Quikey Manufacturing | Sample Coordinator | 2014-2018

DUTIES

- Manage excess/aging stock
- Pull, package, ship product samples to clients
- Investigate customer complaints
- Plan & manage mailers, campaigns, tradeshow
- Record keeping of sample data
- UPS WorldShip & Pitney Bowes software; ship & receive
- Implement continual storage organization & procedural improvements
- Facebook page manager;
 - Create visually appealing product displays
 - Weekly creative ad content
 - Relay important company announcements/updates to the public
 - Assess customer inquiries and hot leads

Stark State College | Admissions Representative | 2013

DUTIES

- Assist & mentor incoming new students
- Perform basic clerical processes
- Collect & verify information required
- Highlight degree/department info based on student interests
- Schedule advising appointments & testing
- Call center; recruiting & student services
- Record keeping/filing
- Testing data entry
- Understanding of federal financial aid process; loans, grants, eligibility

Frazer Elementary | Administrative Assistant | 2012

DUTIES

- Assist students & parents
- Data entry, record keeping, filing of records
- Assist with school events & displays
- Telecommunications

PERSONAL

Proactive
Punctual
Creative
Organized
Team player
Self-driven
Detail-oriented
Cross-functional

SKILLS

PROFESSIONAL

ROPE Process (PR)
Promotional Products
Inventory Control
Microsoft Office
Digital Content
Shipping & Receiving
Social Media Marketing
Data Entry/Records Keeping
Adobe Photoshop & InDesign