

Madison K. Lortz

Contact

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Location

Temple City, CA

Education

Graduated: June 2023

B.S. Business Administration, Marketing

University of California, Riverside

GPA: 3.88 | Magna Cum Laude

Skills

- Social Media
 - Instagram, Snapchat, BeReal, Pinterest, Facebook, Twitter
- Microsoft Office Suite
- Google Suite
- Canva
- Photoshop
- Customer Service
- Creativity
- Teamwork & Collaboration
- Leadership
- Detail-oriented

Awards

- UCR Dean's Honor Roll (2019-2023)
- 1st Place Team in Organizational Behavior Case Competition (2022)

Experience

● **Oct. 2023 - Nov. 2023**

Glendale Halloween | Burbank, CA

Retail Associate

- Initiated conversations with customers and shared advice & product knowledge.
- Demonstrated excellent organizational skills and attention to detail while stocking shelves and arranging displays on a 30,000 square foot sales floor.
- Memorized majority of store products and location after 2 days of training.

● **Sept. 2021 - June 2023**

UCR CHASS FIRST | Riverside, CA

Peer Educator

- Lead a classroom of 30-40 first-year students up to four times a week.
- Mentored students with their academic, social, and personal concerns and referred them to campus resources.
- Co-developed engaging and interactive lesson plans weekly during a 10-week period.

● **July 2021 - Aug. 2021**

Mutual Escrow | Temple City, CA

Front Desk Receptionist

- Greeted and signed-in visitors in a professional manner while managing multiple tasks simultaneously.
- Managed incoming calls, directing them to appropriate staff members or took detailed messages as necessary.
- Performed data-entry and administrative duties such as filing, scanning documents, updating databases.

● **June 2020 - Aug. 2020**

Jet Propulsion Laboratory | Pasadena, CA

Controller and Financial Planning Intern

- Completed a 3-month rotational program through the Payroll & Timekeeping, Cost Accounting, Travel Reservations & Accounting, Invoice Management, and Audit Liaison Office.
- Required interfacing with 100+ employees through a virtual business environment, due to the pandemic.
- Created and delivered bi-monthly presentations and one final capstone project presentation to the CFPO Division Managers.

Extracurriculars

Jan. 2021 - Dec. 2022

Gamma Phi Beta, Delta Lambda Chapter | Riverside, CA

Apparel Chairwoman - PR Department

- Identified trending themes and styles for potential apparel pieces and events.
- Spearheaded yearly PR campaign to promote the sorority for recruitment season.
- Designed apparel for events year-round, ranging from 1-5 unique pieces per event.
- Mediated between vendors and event planners to create and order customized apparel for 100+ members.
- Organized distribution of apparel for 100+ members while keeping track of the data through Excel sheets.