

# margaux SCOTT

Hard worker and out of the box thinker looking to expand on the already established skill set acquired at Rhode Island College. Experience with layouts, logo design, and marketing concepts that could help a company reach their target audience. Experience working with a nonprofit organization developing their brand for a school project. Basic knowledge of HTML and CSS that was utilized in Adobe Brackets to create the online portfolio as an example of skills with coding as well as artistic ability. Enjoys working with a team to learn new ideas and better final products. Always ready for a new challenge.

## Margaux Scott

### Personal Information

#### Phone Number

401-699-8023

#### Email

Prosk8girl@Gmail.com

#### Online Portfolio

margauxbscott.github.io

### Programs

#### Art Programs

Adobe Illustrator

Adobe Photoshop

Adobe InDesign

Adobe XD

#### Web Programs

Adobe Brackets

WIX

#### Microsoft Programs

Microsoft Word

Microsoft PowerPoint

Microsoft Excel

### Coding Languages

HTML

CSS

### Interests

Computers

Coding

Video Games

Snowboarding

Aggressive Inline Skating

Creative Writing

Theme Parks

### Education

**Community College of Rhode Island** – A.S. Computer Studies (2021-2023)

**Rhode Island College** - B.A. Graphic Design (2005-2020)

**North Providence High School** – College Prep Program (2001-2005)

### Experience

#### Quality Control Clerk (2021-Present)

*Technic Inc. - Cranston, RI*

- Update and Revise safety data sheets for the purposes of chemical transportation, customers, other Technic offices, and other companies.
- Make labels with the safety information for shipping.
- Revise safety data sheets for raw materials, as well as their specifications.
- File, copy, type, and scan any documents so that all chemicals hazards and precautions are up to date in case of an accident.
- Assist in keeping regulation documentation up to date.
- Assist with Certification of Analysis Documentation.

#### Student Supervisor (2007-2020)

*Rhode Island College Café – Providence, RI*

- Trained students how to use equipment from cleaning to proper safety procedures.
- Trained students how to make food correctly such as sandwiches, wraps, and salads.
- Trained students how to use the computer register.
- Trained students on how to make espressos with the correct temperature and ingredients.
- Prepared foods such as lettuce, tomatoes, onions, dough, and cheese.
- Worked the deli station and assisted the Chef with pizzas.
- Worked the front register and assisted in passing out food.
- Collected inventory from the main kitchen and stocked the backroom.

#### Back Crew (2014-2020)

*Burger King – Johnston, RI*

- Worked the sandwich board for breakfast while also stocking for the lunch rush.
- Worked the sandwich board for lunch and while in charge of dropping fries.
- Worked the sandwich board at night and put everything away for closing.
- Swept, cleaned, and stocked so that the next shift would have a clean area.
- Counted the remaining breakfast inventory before lunch.
- Prepared foods such as lettuce, onions, and tomatoes.
- Cleaned and filled sanitizer buckets to ensure areas would have the properly tested sanitizer water.

#### Teacher's Aide (2013)

*The Learning Academy – North Providence, RI*

- Monitored kids during outside recess, and during naptime.
- Assisted Teachers during arts and crafts.
- Passed out food during snack time, and monitored kids during lunch.
- Cleaned bathrooms, toys, and counters to prevent the spread of germs.
- Assisted in child picked up to ensure that the legal guardian was picking up their child.
- Changed diapers and made sure that all the babies were comfortable and clean.

#### Teacher's Aide (2008-2009)

*Green Acres Country Day School – North Providence, RI*

- Monitored kids during outside recess, and during naptime.
- Assisted Teachers during arts and crafts.
- Passed out food during snack time.
- In charge of child pick up making sure it was the correct parent
- Made sure all toys and messes were cleaned up at the end of each shift.
- Closed up the building making sure all lights were off and doors were locked.

#### Physical therapy Aide (2005)

*Lepre Physical Therapy – North Providence, RI*

- Monitored and assisted patients in physical therapy sessions.
- Answered telephones, confirmed appointments, while collecting payments.
- Sanitized rooms and equipment after appointments, did laundry, and filled supply bottles.
- Made calls to doctors to confirm instructions for patients and referrals.
- Data Entry and typing up documents that would be sent to Doctors.