

Madeleine Gallegos Lyons

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Target: Summer Internship Opportunity

Computer Science junior with experience providing students, customers, and colleagues support and service in higher education, residential life, social media marketing, and retail settings. Technical skills include Python, Java, HTML, CSS (basic), Tableau (basic) Canva, CoSchedule, Microsoft Office Suite, and Google Suite.

EDUCATION

BS, Bachelor of Science in Computer Science with Algorithm Design concentration

University of Montana, Missoula, Montana, expected December 2024

Classroom experience: Web Development with Django; Version Control with Git and GitHub; Data Analysis with Excel and Python; Presentations with PowerPoint; Command Line Use for Development; SQL for Database Development.

PROFESSIONAL EXPERIENCE

Weaveworks – *Digital Marketing Intern*

May 2022–August 2022

- Wrote copy for Facebook, Twitter, and LinkedIn social media messages, images and copy; used CoSchedule for social calendar management and Canva for digital design elements and creative design. Attended weekly leadership stand-ups.

University of Montana – *Administrative Assistant & Resident Assistant*

August 2020–December 2022

Math Department, Administrative Assistant, August 2020–December 2021

- Deliver departmental support: manage phones and printers; assisted Chair with the UM High School Math Awards program by researching and compiling data and nominations in Excel, printing and mailing winners their awards.

Housing, Resident Assistant, August 2021– December 2022

- Manage residential living experience of 30+ students, serve as a campus resource, and liaise among other residents to foster a positive environment for academic, social, cultural, and emotional growth.
- Promote and plan programs and share information via flyers, meetings, and emails and serve on the Recruitment Committee as a graphic designer. Serve on the Miller-Pantzer Quality Circle.
- Offer residents understanding, support, and resources using positive and nonjudgmental communications to address students' concerns, interpersonal conflicts, and living issues.
- Fulfill administrative rounds and duties cheerfully and thoroughly, including rooms checks, desk shifts, and rounds. Collaborate with coworkers (other RAs) to plan, train, and problem-solve.

Burnt Fork Market – *Department Manager / Cashier / Deli*

August 2019–August 2021 (gap year, summers & winter breaks)

- Collaborated with coworkers and fellow managers to minimize waste, train new hires, and to provide seamless, cheerful customer service face-to-face at the register, deli, on the floor or via phone.
- Ordered merchandise, took initiative to introduce new items and cull poor sellers; cleaned, stocked, stocked, and maintained departments; tracked deliveries, order deadlines, and pricing changes.
- Learned and followed approved procedures to maintain smooth departmental operations.