

# Madelyn “MK” Campbell

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Austin, TX

## EXPERIENCE

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2022-Present

### **Business Development Coordinator**

Hardie Alcozer PLLC, Austin, TX

- Manage 10 attorneys' and 4 paralegal calendars for seamless daily firm operation.
- Answer phone calls from clients and other professionals in the industry and assist them with their needs.
- Draft legal documents such as engagement letters, nondisclosure agreements, and ancillary documents.
- Notarize legal documents and facilitate document signings.
- Collaborate with attorneys and legal staff to develop more streamline processes and procedures regarding firm operation and marketing strategies.
- Coordinate and attend networking meetings with other professionals in the industry.
- Manage online presence through social media platforms such as Instagram, Facebook, TikTok, and LinkedIn.
- Design and write copy for firm website and blog page.
- Coordinate and plan attorney travel and lodging when traveling for court cases or continued legal education.
- Tracking expenses and managing several firm budgets such as marketing, office supplies, and employee retention.
- Plan and host firm events such as networking events, salon dinners, and pickle ball tournaments.
- Assemble and hand deliver 'thank you' and Christmas gifts to referral sources and clients.
- Coordinate furniture and art relocation during office move.
- Assemble office furniture, hang large paintings, and install wallpaper and tile flooring during office move.
- Plan and encourage employee participation in morale boosting activities such as Office Olympics and Wellness Day.

2022

### **Personal Assistant**

Private Family, Austin, TX

- Provided personal and professional support to a busy family of business owners, ensuring smooth daily operations.
- Coordinated travel arrangements, including flights, pet travel, accommodations, and itineraries.
- Managed errands, shopping, and appointments, ensuring timely completion of tasks.
- Assisted with administrative duties, including correspondence and a legal name change.
- Cared for family pets, including walks, feeding, and veterinary appointments.
- Maintained confidentiality and professionalism while building positive relationships with the family.

2021-2022

### **Housekeeper**

Mariposa Housekeeping, Wimberley, TX

- Cleaned and maintained multiple Airbnb properties
- Performed detailed cleaning aligned with health and safety standards.
- Restocked supplies and reported maintenance issues to management.
- Managed time effectively to meet tight turnaround schedules between guest stays.

2018-2019

**Kid's Club Staff**

Gold's Gym, College Station, TX

- Supervised children ages 3mo-14 years in a safe and engaging setting while their parent(s) worked out.
- Planned age-appropriate games and activities to promote fitness and engagement.
- Maintained cleanliness and safety in the Kid's Club area.

2017-2019

**Summer Camp Counselor**

*Pine Cove Christian Camps, Tyler, TX*

- Supervised children in both indoor and outdoor recreational activities.
- Fostered relationships with campers and families.
- Implemented safety and first-aid protocols to ensure camper well-being.

EDUCATION

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June 2022

**Bachelor of Science in Psychology**

**Minor in Anthropology**

*Texas State University*

Completed a rigorous curriculum in psychology, biology, communication, history, and related courses.