

Madelina Ecclesia

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Skills & Talents

Communication | Customer Service
Attention to Detail | Efficiency
Straightforward | Resourceful

Education

Colorado School of Mines, B.S. 2016
Applied Mathematics and Statistics
GPA: 3.5, Major GPA: 3.8

Student | Career Foundry | Jan 2022 - Present

- Studying web development fully self paced and remote.
- Gaining a working knowledge of HTML, CSS, and Javascript.

Barista & Server | Iconik Coffee Roasters | Aug. 2020 - Sept. 2021

- Served a variety of high end coffee, tea, and food, at an extremely busy cafe. Ensured quality and satisfaction to a diverse customer base through communication and efficiency.
- Strived for excellence in all interactions and with cleanliness and COVID compliance.
- Handled customer complaints, demands, and issues with grace and thoughtfulness.

Model and Musician | Freelance | Nov. 2020 - Present

- Signed agency model.
- Independent singer-songwriter with focus on writing and recording.

Talent Acquisition Coordinator | City of Boulder | Feb. 2020 - Apr. 2020

Position cut short due to COVID-19.

- Managed the temporary/seasonal hiring process.
- Helped improve systems and create processes to increase communication, teamwork, and understanding of all parties involved.
- Acted as a liaison between departments, candidates and hiring managers, and represented the City of Boulder's hiring process to the public.
- Created an organizational system to ensure I-9 compliance.

Marketing Director | Evolved Intelligence | Feb. 2019 - Feb. 2020

- Designed and managed the website (via Wix), writing most and editing all content.
- Co-wrote and edited seminars and training to help Executives unify and structure their personal and professional lives.
- Helped develop long-term artistic projects (including a trilogy of feature films) to help teach the Evolved Intelligence philosophy in a creative way.

Technical Recruiter | Resolute Recruiting | Feb. 2018 - Feb. 2019

- Built the Energy division from the ground up through self-directed research and cold-calling relationship building.
- Assisted over 15 C-suite leaders throughout their entire process of hiring key individuals and growth planning.
- With no prior experience, developed materials, trained and led a team of three.

Sales Associate | Diz's Daisys Flower Shop | Apr. 2009 - Jan. 2016

- Worked at a prominent flower and plant store in downtown Denver.
- Helped walk in clients as well as helped set up and tear down events, ensuring client satisfaction throughout the process.