



Mary Beem

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Creative and detail-oriented web and digital design student with a strong background in education, customer service, and communication. Passionate about creating engaging, user-friendly websites and social media content. Looking for an internship opportunity to grow in web design and marketing techniques while contributing creative ideas and technical skills to a professional team.

Skills

- HTML
- CSS
- JavaScript
- Figma
- UX Wireframing
- Python
- Photoshop
- Social Media
- Digital Marketing
- Word
- Teamwork
- Communication
- Time Managemet

Education

Bachelor of Science in Web And Digital Design

University of Maryland Global Campus, Hyattsville, MD | Expected in December 2025

GPA: 4.0 GPA

Dean's List [2020 - 2025]

Certificate in Digital Marketing

University of Maryland Global Campus, Hyattsville, MD | July 2024

Associate of Science in Computer Studies

University of Maryland Global Campus, Hyattsville, MD | July 2024

GPA: 4.0 GPA

Work history

February 2023 -

Current

Education Technician

United States Air Force, Las Vegas, NV, US

- Collate classroom materials to help teachers prepare for daily instruction and activities.
- Support student learning objectives through personalized and small group assistance.
- Instruct small groups of students in basic concepts such as alphabet, shapes, and color recognition.
- Participate in lesson planning and curriculum implementation to promote quicker rollout and delivery.

August 2021 -

November 2021

Academic Advisor Assistant

Sr High School, Boron, US

- Manage phone and email correspondence and handle incoming and outgoing mail and faxes.
- Perform research to collect and record industry data.
- Open and properly distribute incoming mail to promote quicker response to client inquiries.
- Seek methods for improving operations, communication, recordkeeping, and data entry for efficiency.
- Complete forms, reports, logs, and records to handle HR documentation quickly.

June 2017 - March

2021

Education Technician

United States Air Force, Spangdahlem, DE

- Maintain safety and security by overseeing students during recess environments.
- Keep classrooms clean, neat, and properly sanitized for student health and efficiency.

- Prepare instructional materials and set up work areas.
- Monitor student activities to promote safety and inclusion.
- Prepare one-on-one instructional materials following curriculum guidelines.

References

Taylor Winters – Former Colleague, Las Vegas, NV | (702) 945-4182 |
taylor.winters.2@us.af.mil.com

Rowena Hamilton – Former Colleague, Las Vegas, NV | (210) 560-5254 |
rljflores@gmail.com

Aletha Brim – Family Friend, Salt Lake City, UT | (435) 901-2096 |