

Molly K. McGee

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EDUCATION

University of Texas, Austin, TX

Projected Graduation: May 2018

- Masters in Library and Information Studies

Texas A&M University, College Station, TX

May 2014

- Bachelor of Arts in English; Minor in Business Administration; Minor in Communication

GRANTS, HONORS, AND AWARDS

- Texas Society of Colonial Dames XVII Century Scholarship, 2016-2017
- Texas Public Education Grant, 2016-2017
- University of Texas Tuition Grant, 2016-2017

EMPLOYMENT AND EXPERIENCE

Dell, Austin, TX

Digital Assets Management Intern

Nov 2016 – Present

- Implemented a DAMS cleanup process that involved updating and relocating over 500 digital assets, including product imagery and marketing campaign materials, to meet a team quarterly goal.
- Coordinated daily email communication with multiple teams of creatives in Dell and other creative agencies.

iSchool, University of Texas, Austin, TX

IT Lab Technology Instructor and Project Manager

Aug 2016 - Present

- Lead a team of eight master's students to create and cultivate content for fourteen Canvas modules in online iSchool undergraduate course INF 304d: Introduction to Information Studies.
- Coordinated systems and workflows for TA teams responsible for grading more than ten undergraduate courses by serving as system administrator using Spiceworks ticketing software.
- Innovated solutions to team usability obstacles by integrating platforms and applications like Spiceworks, Asana, Slack, and Google products.

Bryan Museum, Galveston, TX

Docent

Feb 2016-Aug 2016

- Educated museum visitors through guided tours as a docent, after going through the eight week docent training program and serving as a volunteer for five months

George Bush Presidential Library, College Station, TX

Documentary Researcher

Aug - Oct 2015

- Worked with an independent screenwriter and producer, as well as archivists at the Bush Library to gather, digitize, and organize relevant documents for a documentary about the fall of the Soviet Union, based on the book *The Last Empire* by Serhii Plokhy

Starbucks Coffee, Galveston, TX; Austin, TX

Barista

Aug 2015-Present

- Welcomed and assisted customers with excellent customer service; worked as part of a cohesive team to maximize efficiency in the store
- Awarded Partner of the Quarter in Spring 2016 as recognition for hard work and team spirit

George Bush Presidential Library Archives, College Station, TX*Archival Assistant*

Aug -Nov 2014

- Volunteered over 40 hours at the George Bush Presidential Library Archives to gain experience and insight into archival work
- Operated scanning equipment and entered data into Excel spreadsheets for use in digital archiving of a rare collection

Traditions Health Care, College Station, TX*Administrative Assistant and Scheduler*

Nov 2014-July 2015

- Contributed to the workings of the company's regional office by taking calls, sending faxes, directing volunteers, and digitizing information and paperwork
- Developed extensive time management, communicative, and prioritizing skills by working in a fast pace office environment

Copy Corner, College Station, TX*Desktop Publishing Specialist*

May 2014-Dec 2014

- Designed promotional material, invitations, and business cards with Adobe Creative Suite software (InDesign, Photoshop, and Illustrator)
- Communicated with customers through multiple channels; completed jobs as a member of the graphic design team

Brazos County District Attorney's Office, Bryan, TX*Intern*

May 2014-Aug 2014

- Served as an assistant to prosecutors, investigators, and secretaries in the District Attorney's office
- Gained experience working in an office environment making copies, scanning documents, making phone calls
- Researched cases to compile a Family Violence Case Database for the Victim Assistance Coordinator using Excel

Department of English, Texas A&M University*Communications Intern*

Feb 2013-May 2014

- Copyedited, proofread, designed, and wrote articles for eight editions of *The English Aggie*, the official newsletter of the Department of English Undergraduate Program at Texas A&M University
- Coordinated the design and printing of various promotional flyers, brochures, and posters
- Improved the design and organization of the TAMU English Undergraduate Webpages, created graphic content, and copyedited the text content of each page

Editorial Assistant in Manuscript Preparation under Professor Claudia Nelson

Jan-May 2012

- Copyedited critical manuscripts of an influential 19th century author, checking for consistency and confirming adherence with publisher guidelines
- Proof-read and corrected the transcript of a diary for a volume of books about British family life and culture in the 19th century

Department of Performance Studies, Texas A&M University*Interim Newsletter Editor and Feature Writer*

May-July 2013

- Wrote articles, created graphic content, and collected information and material from faculty and students for the June 2013 Performance Studies newsletter
- Collaborated with a committee of professors from PERF to complete the newsletter for future student marketing purposes

Evans Library Annex: Media and Reserves, Texas A&M University*Front Desk Worker*

Sept 2012- Dec 2013

- Assisted customers by checking out reserve material and media devices to students and faculty
- Demonstrated specialized showing room and multimedia equipment knowledge