**Molly McGee**

**Phone** 719-651-8829

**Email** mollymcgee316@gmail.com

**Website** www.mollykmcgee.com

**EXPERIENCE**

Worked with digital asset management (DAM) librarians to provide support to creative marketing teams; created training tutorials and documentation for users of the DAM.

Conducted a cleanup of top-level folders that resulted in an 86% reduction in storage and wasted space.

Coordinated the redesign of a 3-hour online undergraduate course as project manager of a team of eight master’s students and the course’s instructor.

Integrated software applications (Spiceworks, Google products, Asana) to create efficient workflow systems intended to aid fellow teaching assistants with grading and media creation projects.

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.

Performed guided tours on records, artifacts, and artwork from Texas history as a docent and monitored visitors and collections as a volunteer for five months.

Digitized and catalogued a collection of documents signed by President George H.W. Bush as well as documents signed by celebrities and foreign dignitaries.

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.

**SKILLS**

Instructional Design: Canvas, Camtasia; Panopto

Web Design: GitHub, Drupal, Blogger, Wordpress

Graphic Design: Adobe Photoshop, InDesign, Illustrator; Microsoft Office

**Dell Inc.**

Digital Asset Management Librarian

November 2016 – Present

**The University of Texas at Austin**

IT Lab Staff and Teaching Assistant

August 2016 - Present

**Starbucks Coffee**

Barista

August 2015 - November 2016

**The Bryan Museum, Galveston TX**

Volunteer and Docent

February 2016 – August 2016

**Bush Presidential Library Archives**

Archival Assistant, Researcher

August 2014 - October 2015

**EDUCATION**

**The University of Texas at Austin** Projected Graduation: May 2018

Master of Science in Information Studies

August 2016 – May 2018

**Texas A&M University**

Bachelor of Arts in English

Minors in Business Administration and Communication

August 2011 – May 2014