

**Madelyn Smith**

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## EDUCATION

**Occidental College** – Los Angeles, CA

*Bachelor of Arts, Computer Science with a Studio Art Concentration*

*Asian Studies Minor*

August 2023 – Present

**Newington High School** – Newington, CT

August 2019 – June 2023

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## EXPERIENCE

**Asian Tigers Group – Relocation & International Mobility Intern**

Tokyo, Japan

September 2024 – December 2024

- Supported international relocation operations for clients moving into and out of Japan.
- Assisted with forms, documentation, and logistical coordination to ensure smooth transitions for expatriate clients.
- Entered and maintained client information using internal CMS/database tools; organized spreadsheets and checklists in Excel to track relocation progress.
- Conducted cultural and environmental research to produce written deliverables for IES Abroad, including reflective workplace journals.
- Collaborated cross-culturally in a bilingual professional environment; strengthened communication, adaptability, and workplace etiquette skills.

**MeshEd Summer Enrichment Intern**

CREC Academy of Aerospace & Engineering – Windsor, CT

July 2024 – August 2024

- Taught 6th and 7th grade students game development using Microsoft MakeCode.

- Guided students through the planning and execution of original game projects, encouraging creative thinking and problem-solving.
- Adapted curriculum for diverse classrooms and supported underrepresented students in exploring STEM pathways.

### **ITS Help Desk – Student Employee**

Occidental College – Los Angeles, CA

January 2024 – Present

- Provide dedicated support to students and faculty with technical issues involving personal devices, accounts, software, and basic applications.
- Respond promptly to phone and walk-in inquiries with clear, professional communication.
- Manage, document, and resolve support tickets to ensure a seamless user experience.

### **Outback Steakhouse – Host**

Newington, CT

May 2022 – Present

- Organized reservations using both digital systems and strong phone etiquette.
- Greeted guests, maintained wait lists, and checked in to ensure satisfaction throughout service.
- Prepared seating rotations and maintained dining room cleanliness and supply levels.

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## **ACTIVITIES**

**Black Student Alliance**, Occidental College — Member (2023 – Present)

**Computer Science Club**, Occidental College — Member (2023 – Present)

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## **SKILLS**

**Languages:** Conversational Spanish; Intermediate Japanese

**Technical Skills:**

- Figma; Adobe (basic graphic design)
- Python; Java; C++; C#; Assembly (introductory)
- Microsoft Excel & Microsoft Word
- POS Systems
- Basic UI/UX practices and wireframing