

MADELINE SMITH

Chicago, IL 60615 | +1 (708) 860-6297 | maddy.s6297@gmail.com | www.linkedin.com/in/maddy-smith-op/

PROFESSIONAL SUMMARY

Junior Front-End Developer with hands-on experience building responsive web applications using JavaScript, React, and Node.js. Strong foundation in and passion for UI/UX design from a Game Art background, complemented by experience in agile development, data management, and cross-functional collaboration. Adept at translating user needs into functional, visually engaging interfaces.

SKILLS

Languages/Frameworks: HTML • CSS • JavaScript • React • Three.js • Node.js • Express • MySQL

Tools/Platforms: GitHub • Jira • Trello • Miro • ChromeRiver • Google AI Studio • Copilot Studio • MS Office • Google Drive

Design/Prototyping: Figma • Marvel • Photoshop • InDesign • Maya • Canva

Soft Skills: Project Management • Cross-Functional Collaboration • Leadership • Empathy • Creativity • Adaptability • Organization • Problem-Solving

PROFESSIONAL EXPERIENCE

Software Development Intern | i.c.stars | Chicago, IL *May 2025 - August 2025*

- Collaborated on agile teams to design and develop full-stack web applications using JavaScript, React, Node.js, and Express.
- Led responsive front-end development aligned with official style guides for a Fortune 500 client.
- Participated in daily stand-ups, sprint planning, and code reviews, gaining hands-on experience with agile workflows and GitHub version control.
- Co-led the winning team in i.c.stars' debut solutions presentations, recognized for a strategic, customer-focused web app.
- Integrated third-party APIs and secure authentication systems to enhance functionality and protect user data.
- Conducted unit, functional, and integration testing and debugging to ensure cross-browser compatibility and presented final deliverables to stakeholders.

Administrative Assistant | Sidley Austin LLP | Chicago, IL *October 2024 - March 2025*

- Collaborated with cross-functional teams to support digital initiatives, gaining exposure to enterprise systems and UX practices.
- Acted as a liaison with other departments and outside agencies including high-level staff and c-suite executives, ensuring clear communication and alignment across high-level initiatives.
- Acted as project manager for special projects, applying corporate style guides to create consistent, user-friendly materials; managed presentations, maintained databases, and coordinated cross-functional communication.
- Utilized Microsoft Office Suite and Adobe Suite to streamline document workflows and enhance digital communication.
- Assisted with client-facing materials, ensuring consistency in branding and user experience across documents
- Created and processed expense reports, invoices, and check requests.

Legal Recruiting Assistant | Kirkland & Ellis • *Contract* | Chicago, IL *May 2024 - October 2024*

- Managed calendars and coordinated schedules for the Firmwide Recruiting team, ensuring seamless communication and timely candidate engagement.
- Maintained and updated sensitive candidate databases, visualized recruiting data for analysis, and ensured data integrity across platforms.
- Led initiative creating internal documentation and user-friendly guides for contract hires to support recruiting workflows and improve team onboarding.
- Supported campus engagement events by organizing materials, managing check-ins, and tracking attendance for post-event analysis.

Record Assistant | Kirkland & Ellis • *Contract* | Chicago, IL *March 2024 - May 2024*

- Supported digital records management for the Information Governance team.
- Assisted transition from paper to electronic files using AccuRoute.
- Ensured secure handling of confidential client data and collaborated with legal staff to streamline workflows and resolve filing issues.
- Executed retention and disposition procedures to support compliance and mitigate risk.

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Project Assistant (TRIO Student Support Services) | Columbia College Chicago | Chicago, IL *Aug 2021 - March 2024*

- Provided administrative support by managing confidential data, coordinating logistics, and maintaining databases.
- Led and trained student assistants, developed digital training materials, and utilized tools like Trello and Miro to organize team projects.
- Designed promotional assets and managed social media to increase engagement, while delivering workshops in partnership with campus programs and nonprofits.

Data Management Specialist | Ada S. McKinley | Chicago, IL *Oct 2020 - July 2021*

- Maintained demographic and financial data, fulfilling over 12,000 monthly orders while ensuring confidentiality and data integrity.
- Resolved issues and coordinated system maintenance to support secure front-end data handling and compliance.

EDUCATION

Columbia College Chicago | Chicago, IL | *May 2020*

Bachelor of Arts: Game Art

GPA - 3.75

Dean's List

Coursework:

- *Experience Design (UX/UI design)*
- *Interface Design (UX/UI design)*