

Riona McGillicuddy

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Education

University of Massachusetts: Amherst - August 2012 - May 2016

Major: English with Professional Writing and Technical Communication certificate

GPA: 3.47

University of East Anglia - January - June 2015

Exchange Program

Software and Computer Skills

Microsoft Office and Microsoft Visio

HTML/CSS and C#

Adobe Photostop, InDesign, Dreamweaver

MadCap Flare

Work Experience

Security Monitor at UMass Amherst - November 2013 - May 2016

Monitored dorms at UMass Amherst, handled sensitive information safely and securely.

Summer Hire at Hanscom Air Force Base - June - August 2014

Integrated with teams and management on different levels, performing varied tasks, for the defensive network.

Camp Counselor at Camp Runels Girl Scout Camp - June - August 2013

Worked in a team to supervise young Girl Scouts and create fun and safe environment. Planned and executed activities in a timely manner.

Teacher Aid at Ayer Community School - April 2010 - August 2012

Childcare provider in afternoons, helping the teacher on staff. Supervised children, keeping them safe as well as maintaining a clean environment.

Volunteer Experience

Big Brothers Big Sisters - 2013 - 2014

Mentor for children in Hampshire County to help development.

Spaghetti Dinner Volunteer - 2009 - 2014

Provided services for the Ayer Community School by helping with set-up, seating families, and cleaning.

Activities

- UMass English Society - 2014 - 2016
- UMass Theatre Guild - 2014 - 2016
- LGBTQ Alliance - 2010 - Present
- Girl Scouts - 2001 - 2010, 2013