

Riona McGillicuddy

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Education

University of Massachusetts: Amherst

Attendance: August 2012 - Present

Projected Graduation Date: May, 2016

Major: English with Professional Writing and Technical Communication certificate

GPA: 3.43

University of East Anglia

Attendance: January - June 2015

Exchange Program

Work Experience

Security Monitor

November 2013 - December 2014

& September 2015 - Present

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

Summer Hire

June - August 2014

Intern at Hanscom Air Force Base, integrated with team at different management levels on varied tasks, along defensive network.

Camp Counselor

June - August 2013

Work in a team to supervise young Girl Scouts and create safe environment at Camp Runels.

Teacher Aid

April 2010 - August 2012

Childcare provider in afternoons at the Ayer Community School watching over children and keeping them safe as well as maintaining a clean environment.

Software and Computer Skills

- HTML/CSS and C#
- Adobe Photostop, InDesign, Dreamweaver
- Microsoft Office and Microsoft Visio
- MadCap Flare

Relevant Coursework

- MadCap Flare Online Guide
- Adobe InDesign Manual
- Kerbal Space Program Print and Online Guide
- My Website
- The Creighton PR Website
- Microsoft Word Manual
- Mock-up Grant Proposal

Volunteer Experience

Big Brothers Big Sisters of Hampshire County

(2013 - 2014)

Mentor for children in community to help development

Spaghetti Dinner Volunteer

(2009 - 2014)

Provided services helping with set-up, seating families, cleaning, and washing dishes.

Activities

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