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Education

Bachelor of Science in Information and Communication Technology

Minor in General Business

Florida State University, Tallahassee, FL

Expected May 2024

Major GPA: 3.9, with President's List

Technical Skills

Databases:

- SQL

Languages:

- C++
- Java
- HTML

Platforms:

- Windows/SharePoint
- MacOS
- Canva
- Figma
- Wix
- WordPress
- Prezi

MADISON SCRANTON

Personal Note

Information and communication technology student at Florida State University seeking work to enhance my skills and broaden my experiences. Competencies in various editing software and proven ability to stay reliable and give results with a positive attitude and professionalism.

Work Experience

March
2024

IT/Video Specialist II

Encompass Health, Land 'O' Lakes, FL

-
Present

- Developed infographics and designed the weekly newsletter using Canva.
- Aid in the planning of events, such as Town Hall, making sure things run smoothly.
- Helped with special projects, creating presentations, boards, etc.

January
2024

IT/Special Projects Intern

Encompass Health, Land 'O' Lakes, FL

-
March
2024

- Utilized SharePoint to create worklists, document libraries, and interactive portals for employees in a timely manner.
- Developed infographics and designed the weekly newsletter using Canva.
- Created presentations using PowerPoint and Prezi to present to executive managers.

August
2023

Digital Marketing/Social Media Intern

Ultimate 3D Printing Store, Odessa, FL

-
December
2023

- Curated social media posts for all platforms daily to market products and services.
- Designed digital marketing content, infographics, and webpages promptly to promote events.
- Created posting calendars and assisted the CEO with scheduling, emails, and other projects when needed.

August
2022

Production Assistant

Stitches of Love Quilting, Tallahassee, FL

-
May
2023

- Operated laser engravers to cut fabric and sort pieces accordingly.
- Worked the heat press to adhere fusible onto large pieces of fabric efficiently.
- Cut fabric and boxed orders swiftly to send out to customers.

January
2022

Kennel Technician

Tallahassee Veterinary Hospital, Tallahassee, FL

-
April
2022

- Organized and maintained patients' files and schedules.
- Ensured animal care schedule was completed efficiently.
- Was a key holder to care for the animals when the office was closed, making sure they received their medications.