



MADALYN MATHWIG

PERSONAL PROFILE

I'm an active student at the University of Wisconsin Whitewater who is goal oriented, positive, and eager to learn through opportunities with expectations of a career in the Communications and Public Relations Field.

I am striving to break out of the Midwest in hopes to obtain a more diversified experience and proficiency in the Entertainment field!

GET IN TOUCH

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**References available upon request

EDUCATION

University of Wisconsin Whitewater
BA Communications/Public Relations & Corporate Communication
2017-Present

Freshman Year: 3.7 Cumulative GPA & Deans List
Sophomore Year: 3.7 Cumulative GPA & Deans List
Junior Year: 3.7 Cumulative GPA & Deans List
Expected Graduation Date: Fall of 2020

Weyauwega Fremont High School
High School Diploma
2013-2017

Top 20 of Graduating Class

SKILLS AND ABILITIES

Proficient in Microsoft Office
Social media savvy
Problem solving skills
Time management
Customer service
Reliable & Punctual
Organized
Attention to detail
Strong verbal & written communication skills
Self-motivated
Creative
Ability to work effectively under time & pressure
Ability to multitask
Diligence & dedication to work
A good memory & eye for detail
Friendly, cheerful, & polite attitude

WORK HISTORY

Make A Wish Foundation of Wisconsin

(Summer 2019, Internship)

Daily Responsibilities Included:

- Contacting & securing potential sponsors, vendors, and donations for events
- Updating of Microsoft Office documents containing information for sponsors, donations, vendors, etc.
- Day-of-event organization, greeting of clients, sponsors, & Wish Kids
- Event preparation (set up & tear down)
- Everyday office tasks including answering phones, making calls, & donation pick up

The Hotel Fremont

(2014-Present)

Social Media Start-Up

- Presented ideas of creating new social media channels for business
- Creation of Instagram account
- Updating Facebook account & Facebook status
- Education to owners on tricks to establish social media buzz about business
- Brainstorming & completion of ways to increase social media presence

Waitress-Duties Included:

- Presented menu to customers, answered questions regarding food selections, making suggestions if necessary
- Inform customers of daily specials or promotions
- Take orders from customer for food and beverages, including memorization of orders, and transmitting orders to kitchen
- Serving food and beverages promptly
- Ensure customers are enjoying their meals with no problems
- Collect customer payment and prepare bills with itemized costs and appropriate taxes
- Prepare, tidy up, and organize tables and counters
- Stay alert for customer's requests and promptly addresses them, ensuring for a good experience

Ice Cream Parlor Server-Duties Included:

- Maintained a clean sanitary work environment
- Opening and closing duties and obligations
- Ice cream service according to customer's orders
- Collected money for customer transactions
- Effectively handled cash register
- Promoted a cheerful work environment for customers

VOLUNTEER & LEADERSHIP

Wishmaker's on Campus

UW-Whitewater (2018-Present)
(Residency on organization board Fall of 2019)

- Come up with fundraising ideas to bring awareness and donations for Make A Wish
- Act as educator and spokesperson for Make A Wish Wisconsin to students on campus
- Securing of donations from talent/influential figures for auction

National Honors Society

Weyauwega Fremont High School (2016-2017)

- Inducted based on scholarship (academic achievement), leadership, service, and character