**Maddie Matador**

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# Education

## University of Nebraska at Omaha

Bachelor of Science in Sociology Anticipated Graduation: May 2026

# Skills

Microsoft Office (Word, PowerPoint, and Excel)

Social Media (Facebook, Instagram, TikTok, and Snapchat)

Image Editing (Canva and Photoshop)

# Relevant Projects

# Social Media Coordinator

# Feed The Homeless Food Drive – Intro to Social Work, UNO Aug. 2022 – Dec. 2022

* Lead a marketing campaign across various social media platforms resulting in over 10,000 unique user interactions and collected over 300 canned goods

# Relevant Experience

## Student Worker

College of Arts & Sciences, University of Nebraska at Omaha September 2022-Present

* Support full-time staff in department with maintaining accurate filing system
* Create and update Excel spreadsheet to track number of student appointments per week
* Assist supervisor and three other staff members to ensure all requests are met in a timely manner
* Direct callers to appropriate contacts quickly and efficiently, minimizing caller wait time and providing a pleasant experience
* Update the office’s social media pages (Facebook, Instagram, and Snapchat) to share information and connect with students by creating engaging videos, posts, and images

## Library Volunteer

Omaha Public Library, Omaha, NE May 2018-August 2020

* Assisted library patrons in locating library materials
* Answered general library questions in person and via phone
* Cataloged incoming library materials both new and donated materials
* Reorganized special collections into creative, eye-catching displays
* Helped initiate and plan bi-weekly Preschool Storytime which increased monthly visitors by 10%

# Honors and Awards

State Forensics Champion, 2019

Omaha Public Library, Volunteer of the Year, 2019