

Maddie Matador

6001 Dodge Street Omaha, NE 68182
402-888-1234 | mmatador@unomaha.edu

Objective: Seeking an internship in the nonprofit sector for Summer 2013

Education

University of Nebraska at Omaha, Omaha, NE

B.A. with General Sociology Concentration, Anticipated Graduation: May 2016

Central High School, Omaha, NE

High School Diploma, Graduation: May 2012

Relevant Experience

Student Worker

College of Arts & Sciences, University of Nebraska at Omaha September 2011-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
- Update office's Facebook page to share information and engage students

Library Volunteer

Omaha Public Library, Omaha, NE

May 2010-August 2012

- 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
- Helped initiate and plan bi-weekly Preschool Storytime

Honors and Awards

State Forensics Champion, 2012

Omaha Public Library, Volunteer of the Year, 2011

Central High School Honor Roll, 2010, 2011

Activities

Central High School, Forensics Team, 2009-2012

Central High School, Junior Varsity Soccer, 2011

Boys and Girls Club of America, 2008-2011

Computer Skills

Proficient in Microsoft Office Word, Excel, PowerPoint and Facebook