

Madelyn Woodson

Woodson.madelyn97@gmail.com | (315) 480 3646 | Minoa, NY | [LinkedIn](#)

SUMMARY OF QUALIFICATIONS

- Social Media Intern
- PESO Certified
- PRSSA Member
- Buccino Leadership Member
- Litore Student PR Agency
- Community Volunteer

EDUCATION

Syracuse University (2023-Present) – S.I. Newhouse School of Public Communications, Syracuse, NY

M.S. in Public Relations

Seton Hall University (2018-2021) – School of Communication and the Arts, South Orange, NJ

B.A in Journalism and Public Relations, magna cum laude

- Barbara-Robert Ley Scholarship

SKILLS

- Writing Press Releases
- Blogging
- Copywriting
- Crisis Communication
- Project Management
- Research
- Microsoft Suite
- Photoshop/Illustrator/InDesign
- Canva Knowledge

WORK EXPERIENCE

September 1, 2022 – Present

Syracuse University – Syracuse, NY

Office Coordinator – Department of Earth and Environmental Sciences

- Create social media posts and other creative materials for the department.
- Aid the department with all office related needs such as supplies, reservations, and guests.
- Reconcile department/faculty credit card charges and reimbursements.
- Support students, faculty, and staff with tasks and issues as needed.

May 16, 2022 – Present

Syracuse University – Syracuse, NY

Human Resources Assistant

- Assist Syracuse University employees with human resources related questions.
- Process and file I-9 documents.
- Communicate with HR team to solve the problems of Syracuse University employees.

February 16, 2021 – May 14, 2021

GAL Talk, Virtual

Internship

- Copywriting in a professional capacity by creating advertisements and social media posts on Canva.
- Wrote blogs and press releases using SEO which led to an increase of engagement by 10%.
- Created a marketing plan for a new coaching program attracting more participants.
- Conducted research to enhance GAL Talk's overall business strategy.

September 2019 – December 2021

Center for Community Research and Engagement, Seton Hall University - South Orange, NJ

Student Engagement Leader

- Conducted research to enhance the center's volunteer program knowledge.
- Aided over 1000 freshmen in fulfilling their community service requirement.

- Participated and organized diversity events on campus.
- Created programs for senior citizens in the South Orange/Maplewood communities, (SOMA) resulting in over 70% saying they found the experience helpful.

September 2016 – August 2021 (seasonal summer work)

Green Lakes State Park Golf Course – Fayetteville NY

Golf Course Employee

- Worked in pro shop assisting golfers with checking in for start times, assigning carts, and purchasing golf merchandise.
- Assisted patrons both in person and over the phone with scheduling tee times, questions about the course, and leagues.
- Monitored course and helped control flow of play.