

Maggie Taylor

Profile:

- Experienced in writing and editing articles
- Skilled in periodical design and layout
- Proficient in customer service and secretarial skills
- Trained in marketing, social media, and communication techniques

Education:

Earning Bachelor of Arts, Hanover College, Expected Graduation Date: May 2022

- 3.6 GPA
- Communication Major
- Business Major
- Dean's List

Related Experience:

Communication and Marketing Intern, Wabash College (November 2017-May 2018)

- Wrote two original pieces for *Wabash Magazine's* Winter 2018 edition
- Created content for Wabash College's Admitted Student Website
- Coordinated, filmed, and edited interviews for the online edition of *Wabash Magazine*

Generalist Tutor, Hanover College, Gladish Learning Center (March 2020-Present)

- Provides assistance to students as an English, communication, and generalist tutor
- Analyzes and proofreads students' papers while providing constructive feedback

Student Life Office Worker, Hanover College (September 2019-Present)

- Performs event organization, data entry, and filing to promote Student Life activities
- Assists students and staff with academic and social tasks

Law Clerk, Taylor, Chadd, Minette, Schneider, and Clutter P.C. (June 2019-August 2020)

- Managed the front desk, answered phone calls, and handled confidential documents
- Communicated between attorneys and clients to help with legal matters

Other Activities:

Marketing Executive, Hanover College Dance Marathon (May 2019-Present)

- Coordinates shared tasks between the fundraising and marketing committees
- Strategizes content for social media with graphics, flyers, and other advertising materials

Chi Omega Fraternity, Recruitment Chair (October 2020-Present)

- Implements Chi Omega national recruitment policies and serves as a member of the Executive Board
- Hosts and plans primary recruitment, chapter workshops, and other recruitment events

