



MADISON FILLINGER-RUMORA

6467 Tranquilo, Apartment 3071, Irving, TX 75039, (304) 928-4295, madisondawnfillinger@gmail.com

PROFESSIONAL SUMMARY

Anthropology and Writing and Rhetoric student with strong writing skills, an outstanding understanding of society, and extensive experience in Psychology. Acknowledged for excellent academic record with a 4.0 GPA and as a member of the Honors College. Writing samples for Anthropology and otherwise can be found here:

<https://madisondawnfillinger.journoportfolio.com/>

SKILLS

- Persuasive writer
- Concept development ability
- Organizational Skills
- Editing
- Leadership
- Academic research
- Management and prioritization skills
- Dependable
- Online Research
- Attention to detail
- Strong creative vision
- Issue resolution
- English

EXPERIENCE

Contract Law Bill Writer

May 2019 - Current

Rumora and Rumora, L.C. | Williamson, WV

- Collaborated with law partners to efficiently submit billable hours and organize work completed for cases.
- Calculated expenses for each case.

Uber Eats Delivery Driver

January 2019 - June 2019

Uber Eats | Lexington, KY

- Managed receiving, picking up, and delivering food orders to clients' locations efficiently and in a timely manner while selecting my own hours appropriate to my school schedule.
- Acknowledged customer issues and resolved their problems quickly and efficiently.

Office Assistant

August 2016 - May 2017

Rumora and Rumora, L.C. | Williamson, WV

- Established and maintained professional business relationships and contacts between clients and company personnel.
- Greeted guests, scheduled client meetings and created and delivered compelling presentations.
- Maintained a clean and organized office and working environment.

- Reviewed, updated, and verified client files.
- Wrote and edited legal documents.

Community Coordinator

March 2015 - May 2016

Tug Valley Women's Shelter | Williamson, WV

- Organized correspondences in activities and donation collections between the shelter and the community.

EDUCATION

Bachelor of arts in anthropology and a minor in writing and rhetoric

December 2019

University of Kentucky, Lexington, KY

- 4.0 GPA
- University of Kentucky, Anthropology: Bachelor of Arts
- University of Kentucky, Writing and Rhetoric: Minor
- Continuing education with Cultural Anthropology Doctoral Degree at the University of Kentucky
- Graduated with Honors as a member of the Lewis Honors College
- Completed Several Independent Studies, Cultural and Social Anthropology: Research Paper Collaborations with Professors