

Maddy Eglian

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Personal Summary

I am an independent and motivated graduate student with solid experience in a variety of settings. I am very outgoing and I love to work with people in all settings. I have worked in multiple industries from broadcasting to sales. In addition, I have volunteered with organizations such as Rock Steady Boxing and TEDxSeattle, but my real passion lies in outdoor recreation and learning through hands-on experience.

Education

B.S. in Community Health from Montana State University - Bozeman, MT ~ Completed

M.A. in Technical Communication from Boise State University - Boise, ID ~ In Progress

Work Experience

Studio Technician and Editor

KIVI TV - Boise, ID

December 2020 - Current

Job Duties

- Edit and cut footage using Final Cut Pro.
- Manage the audio board and anchor microphones during live newscasts.
- Run a teleprompter during live newscasts.
- Proofread and edit scripts as necessary.

Graduate Assistant - English Department

Boise State University - Boise, ID

August 2020 - Current

Assistantship Duties.

- Plan, implement, and teach English 101, English 102, and English 112 (Introduction to Technical Writing).
- Engage students with a diverse curriculum and variety of assignments.
- Create and maintain relationships with students, peers, and other faculty.
- Maintain a high GPA in my own program.
- Stay engaged with current pedagogy theory/research.

Retail Associate

Pier 1 - Bozeman, MT

May 2020 - August 2020

Job Duties

- Tend the cash register using POS systems.
- Help with freight and warehouse organization.
- Build furniture pieces.
- Organize and build floor displays.

Flight Attendant Trainee
American Airlines - Dallas, TX
March 2020

Training Duties

- Attend 12-16 hours of in classroom training courses six days per week at the AA Training Center throughout the duration of the six-week training program in Dallas, TX.
- Complete nightly web based training to supplement in-class coursework.
- Complete all FAA exams and drills with a perfect score.
- Maintain a professional image and customer service personality at all times while living and learning on the American Airlines' campus.

Note: Training was suspended by American Airlines on March 20th, 2020 due to the COVID-19 pandemic. All training classes were sent home until at earliest 2021.

Sales Associate
Lowe's - Everett, WA
January 2020 - March 2020

Job Duties

- Support customer needs in home decor and paint departments.
- Maintain store cleanliness and organization.
- Stock shelves and inventory low-stock items.
- Operate POS and design systems to help assist in Windows and Walls sales.

Research Intern
Global Treks and Adventure - Reykjavik, Iceland

This internship was based around researching and writing about the myths and legends associated with geographic landmarks in western Iceland during the summer of 2019. This research is published in [A Trail Guide to West Iceland: 17 Top Day Hikes](#).

Duties included:

- Develop a research proposal that fit the criteria of the publication.
- Conduct remote research by reading applicable articles and books before arriving in Iceland.
- Conduct interviews and visit necessary sites during field work in Reykjavik.
- Write and format the material as outlined in the research proposal.
- Work with an editing team prior to publication.

Development Assistant
The Traveling School - Bozeman, MT
March 2019 - December 2019

Job Duties

- Manage donor relations, events, and appeals for financial aid, scholarships, and program fees.
- Drive digital and social media campaigns for fundraising goals of \$35,000+.
- Develop new campaign roadmaps to reflect and appeal to changing media and technical communication trends.
- Create and edit written and video content for social media and website.
- Manage fundraising events with local partners.
- Self-started position.

Studio Technician / Breaking News and Sports Photographer

KBZK TV- Bozeman, MT

August 2018- September 2019

Job Duties

- Run cameras during the nightly newscasts (5:30pm and 10:00pm).
- Edit film for teases, opens, and sports highlights using Velocity.
- Create graphics for the nightly newscasts using Adobe Photoshop.
- Run graphics and audio during the nightly newscasts.
- Independently film breaking news and sports events in the field.
- Operate live shot equipment in the field.

Marketing and Development Intern

The Traveling School - Bozeman, MT

May 2018 - December 2018

Internship Duties

- Content creation for social media.
- Creating promotional materials for fundraising events.
- Running and writing for the organization's blog.
- Working on projects within sponsorship and constituent databases to organize donations and event responses and feedback.
- Creating templates for marketing, sponsorship, and social media in Mailchimp and Canva.
- Gathering quotes, stories, and materials from The Traveling School graduates to further promote The Traveling School's mission and vision to gain more sponsorship and expand The Traveling School's opportunity of experiential learning to a broader audience.

Communications and Volunteer Management Intern

Bozeman Area Community Foundation - Bozeman, MT

January 2018 - May 2018

Internship Duties:

- Sending out a weekly newsletter.
- Responding to emails within a timely manner.
- Helping with event set up such as weekly meetings and monthly cafe events.
- Assisting with volunteer management for Run to the Pub and Give Big.
- Building relationships with local nonprofits and their staff.
- Volunteering at events such as Nonprofit Cafe, Run to the Pub, and Give Big.

Lead Care Partner / Medication Technician

Highgate Senior Living- Bozeman, MT

January 2017- July 2018

Job Duties

- Assist residents with dressing, showers, toileting, and escorting to meals and events.
- Conduct bed and brief changes.
- Answer pages and assist residents with their needs including walking dogs, retrieving food from the kitchen, looking for a lost item, etc.
- Complete rounds and safety checks bi-hourly.
- Communicate residents' needs to other care partners and nurses.

- Complete crossover before and after each shift in order to inform coworkers of what is happening in the building and who they need to give special attention to.
- Respond to emergency calls and direct care during the call.
- Ensure medications are dispensed correctly and on-time.

Waitress/Hostess

The U Burgers and Shakes- Bozeman, MT

January 2016- January 2017

Job Duties:

- Greeting and taking orders for customers.
- Bussing tables.
- Preparing milkshakes and helping with food preparation in the kitchen.
- Ensuring the front of the restaurant is clean and orderly.

Projects

Be SMART: A community-based program for foster youth

Jan 2019 – May 2019

Project description:

Be SMART was a community-based program created for my program planning capstone course at Montana State University. Targeted towards foster youth, Be SMART would offer sex education, financial, and goal-planning courses online for teenage foster youth who may have missed these components in their education due to their situation. With an individual component and mentor component, Be SMART would allow educators, mentors, social workers, legal guardians, and foster parents to have conversations about sex, finances, and other adult issues with their foster youth. The ultimate goal of this program was to reduce teenage pregnancy rates within the foster youth population. As a co-writer, I helped develop Be SMART by studying the program needs of Gallatin County and the foster youth population; brainstorming possible solutions; creating the outline and goals of Be SMART; writing a plan and proposal for the program. My team presented Be SMART to Bozeman's Human Resource Development Council (HRDC) as part of our final project to be considered for implementation in Gallatin County.

Mallow Drama Treat's Website and Store Design

October 2020 - December 2020

Project description:

This project was completed during ENGL 511 at Boise State University. My team built an online store and website using Wordpress for a sweets company, Mallow Drama, based in Logan, Utah. In order to meet Mallow Drama's needs, my team researched the best selling plug-ins for Wordpress, decided on WooCommerce, and then worked on creating and integrating the website and store using WooCommerce's tools. We then presented the final selling system to Mallow Drama along with a portfolio of resources including instructional videos to help the Mallow Drama team maintain their future store and website.

Skills

- Final Cut Pro
- Wordpress website management
- Canva content creation
- Limited Adobe Photoshop
- Copyediting for marketing materials and social media campaign