

Madeline Smith

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SUMMARY

Detail-oriented University of Georgia graduate with experience maintaining websites, updating digital content, and supporting web-based projects. Skilled in HTML, CSS, WordPress, and website content management with a strong focus on accuracy, organization, and following established guidelines. Seeking a flexible role supporting website updates and content maintenance.

EDUCATION

University of Georgia

Bachelor of Arts in Cognitive Science

Concentration in Artificial Intelligence and Psychological Foundations, New Media Certification

Athens, GA

May 2026

WORK EXPERIENCE

Walmart

(USA) Entertainment TA

Snellville, GA

November, 2021 - August 2025

- Maintained accuracy and attention to detail while multitasking in a fast-paced environment
- Demonstrated strong organizational skills and reliability when completing assigned tasks independently
- Adapted quickly to changing priorities while maintaining a high level of customer service
- Assisted customers by providing information and resolving questions professionally

PROJECT EXPERIENCE

Franklin GPT Capstone Project

Web & Technical Support Director

University of Georgia

January 2026 - May 2026

- Maintained and updated project website content, layouts, navigation, and media assets
- Uploaded and organized images, videos, PDFs, and web deliverables
- Implemented website revisions based on client and team feedback
- Added and modified website sections while maintaining visual consistency
- Tested website functionality and assisted in troubleshooting technical issues
- Collaborated with project teammates to ensure accurate and timely updates
- Supported ongoing website maintenance throughout the project lifecycle

CAMPUS & COMMUNITY INVOLVEMENT

Stroll Master/Dance Coordinator/Alumni Relations Chair/Assistant Dean of Intake, Theta Nu Xi Multicultural

Sorority Incorporated

November 2023-Present

- Instruct members in new strolls and dances, provide mentorship during intake, lead informational sessions, and guide prospective members through screenings and resume reviews.
- Plan, coordinate, and execute sorority events while collaborating with the Multicultural Greek Council (MGC) and co-hosting showcases tailored for alumni and graduate members.
- Organize events and showcases to strengthen connections with alumni.
- Volunteer regularly at the Athens Boys and Girls Club and participate in other service initiatives.

SKILLS

WordPress

HTML

Website Content Management

Remote Collaboration

Image & Media Upload Management

Attention to Detail

CERTIFICATIONS

Responsive Layout

Nov 2025

Advanced Responsive Design Layouts with CSS Flexbox

Nov 2025

CSS: Animation

Nov 2025

Interactive Animations with CSS and JavaScript

Nov 2025