

# Madeline Gilmore

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## EDUCATION

Florida State University, *Tallahassee, FL*

May 2025

**Bachelor of Science in Information, Communication, and Technology**

GPA: 3.242

## WORK EXPERIENCE

**360 Federal Credit Union, Windsor Locks, CT**

May 2024 – Present

Seasonal Teller

- Handled \$15,000 while keeping a record of all transactions
- Processed transactions such as deposits, withdrawals, loan payments, credit card payments, and issuance of official checks

**K & Co., Granby, CT**

May 2023 – July 2023

Caterer

- Arranged event spaces for 150-200 guests
- Handled special requests from guests while serving food following health and safety guidelines
- Managed all liquor sales at cash bars and handled the tip out for the team of 5 people

**Lake Life 101, Southwick, MA**

May 2022 – August 2022

Hostess

- Sat roughly 500 guests a night, took phone reservations, managed online reservations, and ran food.
- Maintained and balanced a cash drawer of 700 dollars and processed all take out orders.

**Copper Hill Golf Course, Granby, CT**

May 2022 – August 2022

Beverage Cart Attendant

- Ran the beverage cart during men's league with over 30 groups of golfers.
- Managed inventory and reordered supplies to match what drinks the golfers wanted while maintaining the aesthetic of the golf course.
- Communicated with other coworkers, golfers, and restaurant patrons to ensure they were receiving the best service.

**Ski Sundown, New Hartford, CT**

November 2019 – March 2021

Ski Instructor

- Instructed all levels and ages of skiers while ensuring all safety guidelines were followed.
- Provided around 3 private lessons a day to individuals and groups.
- Helped train new instructors and collaborated well with my peers.

## MEMBERSHIPS & AWARDS

**Awarded,** Deans List

May 2023, May 2022

**Member,** Women in Business

September 2022 – Present

**Member,** Forward FSU

January 2023 — Present

## SKILLS

- SQL
- JavaScript
- CSS
- HTML
- Proficient in Microsoft Office