

Madison M. Greenly

9399 Garrison Drive, Westminster, CO 80021 / 970-398-0880

<https://www.linkedin.com/in/madisongreenly/> / greenlym1999@icloud.com

Education

University of Colorado Boulder

Bachelor of Arts in English, Creative Writing; Minor in Business.

G.P.A: 3.785/4.0, with Distinctions, Phi Beta Kappa

May 06, 2021

University of Denver, Denver Publishing Institute

Certificate of Publishing

August 06, 2021

Experience

Barnes and Noble, Bookseller

Westminster, CO/ July 2021 to Current

- Provide constant, enthusiastic customer service and teamwork; ensure vibrant presentation of merchandise; keep up to date with marketing campaigns and book trends; complete purchases efficiently; share passion for books.

Walkabout Creative Arts Journal, Poetry and Prose Editor

Boulder, CO / November 2020 to Current

- Review and select poetry and prose submissions for publication; work with authors to edit and finalize work; design and review journal layout, work with marketing department for journal promotion.

University of Colorado Boulder, Learning Assistant

Boulder, CO / August 2020 to December 2020

- Spent 9 hours per week teaching and planning classes for ENGL 3106, Literary Analysis and Data Science; lead discussions centered around R studios and literature, worked with professors and other LAs, held office hours.

Rowman and Littlefield Publishers, Editorial Acquisitions Intern

Louisville, CO / January 2020 to May 2020

- Worked closely with authors, solicited for manuscript reviews and endorsements, created recently published novel advertisement flyers, maintained Unity database, attended editorial board meetings.

Pop Culture Classroom, Intern

Denver, CO / August 2019 to December 2019

- Planned Reno, NV and Denver Pop Culture Cons for over 500,000 attendees; coordinated and spoke at the Raina Telgemeier Author Event for 700 attendees; created and published two blog posts; interviewed high-priority authors; reviewed five graphic novels for corresponding reading guides; worked in marketing and data entry.

Walt Disney Resorts, Front of House Cast Member

Pecos Bill Tall Tale Inn and Cafe

Orlando, FL / May 2018 to August 2018

- Delivered exceptional service to guests at the world's third busiest restaurant, conducted cash interactions, handled emergency situations, followed Disney guidelines underlining safety, efficiency, courtesy, and show.

Skills and Certifications

- Trained in written communication and data entry
- Proficient with C++, Visual Basic, Python, Excel, R, and WordPress
- CPR/First Aid Certified
- Walt Disney Traditions, Cash-trained, and Hospitality Certified

Leadership and Volunteer Roles

- Sigma Tau Delta, English Honor Society, Alpha Iota Sigma, President
- Literary Buffs Club, President
- Ruby M. Sission Memorial Library, Volunteer

Awards and Publications

- National Center for Women and Information Technology Aspirations in Computing Award
- University of Colorado Boulder College of Arts and Sciences Honors Program
- University of Colorado Boulder Dean's List (2017-2020)
- Walkabout Journal Publication, "Untitled."
- 805 Lit and Art Publication, "The Tear Market," Nominated for Pushcart Prize and Best American Science Fiction and Fantasy Anthology