MADELYN GEE

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713-614-7679

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**EDUCATION**

UNIVERSITY OF TEXAS, AUSTIN, TX *Masters in Journalism Expected Graduation:* December 2021

BAYLOR UNIVERSITY, WACO, TX GPA 3.53 *Bachelor of Arts Graduation:* May 2020 *Major: Journalism*

*Minor: Film and Digital Media*

**WORK EXPERIENCE**

REPORTING TEXAS

*Staff Writer October 2020 to Present*

• Writing pieces for UT’s student-led journalism publication focused on race relations, lifestyle, politics and entertainment

• Conducting and creating interviews with Texas natives as well as those around the country

• Transforming national/international news stories and writing them from a local Texan’s point of view

• Using “AP Style” editing skills to proofread personal content

BLACKPRINT ATX

*Staff Writer October 2020 to Present*

• Writing monthly pieces for UT- Austin’s only black interest publication about lifestyle, entertainment, and black culture

• Using “AP Style” editing skills to correct and finalize other staff content as well as personal content

• Conducting and creating interviews with Austin locals as well as others around the country

SAGE MAGAZINE

*Lifestyle Writer July 2019 to Present*

• Writing and executing brand partnerships with other female creatives and woman owned brands in lifestyle and wellness areas

• Conducting and creating interviews with numerous brands, influencers, and creatives

• Head of communication of organizing interviews and potential partnerships via social media and email

• Working on monthly blog space “Sage Journal” while also creating content for our full magazine issues

TRACEY WASH AND CO.

*Content Writer May 2020 to August 2020*

• Worked creatively with Tracey Wash to develop layout for various content and client websites

• Helped standardize department procedures to develop, publish, and manage content

• Created marketing and content strategies to be used for “GirlBoss Coffee” and other brands under company

• Working knowledge of principles of SEO

• Proofread, edit and improve print and digital content/collateral

BLACK NEWS ALERTS

*Digital Marketing April 2019 to October 2019*

• Writing up to five pieces daily about topics from pop culture to politics to be published to the official website as well as their social media

• Using “AP Style” editing skills to correct and finalize other intern content as well as personal content

• Engaging in group projects with other interns including creating our own podcast while writing daily pieces/editing duties

THE BUNDLE MAGAZINE, WACO, TX

 *Staff Writer and Fundraising Manager January 2018 to May 2018*

• Wrote weekly pieces that were published on Baylor’s online magazine, thebundlemagazine.com

• Head of the fundraising committee for thebundlemagazine.com to raise support through on-campus and off-campus organizations

THE BAYLOR LARIAT, WACO, TX

*Staff Writer August 2018 to December 2018*

• Wrote weekly articles to be uploaded to the paper’s website and published in physical copies

• Interviewed numerous individuals on and off campus for online articles

DENNIS UNIFORM, HOUSTON, TX

*Retail Sales Associate June 2019 to August 2019*

• Ensured all customer needs are met and complaints resolved with quick efficient service

• Effectively displayed products to maximize sales/profitability

• Developed a thorough knowledge of products and school uniform requirements

• Ensuring entire store (retail floor, dressing rooms, restrooms, warehouse, etc.) is kept clean and functional

• Fulfilling orders from across the country efficiently and correctly

IMAGINATION CAMPUS, HOUSTON, TX

*Business Assistant June 2015 to August 2015*

• Prepared and maintained attendance

• Verified student and employee record information and maintenance activities

• Front desk reception (heavy interaction with guests)

• Handled incoming calls and daily interactions with parents

• Scheduled school tours

• Daily administrative duties (filing, creating spreadsheets)

IMAGINATION CAMPUS, HOUSTON, TX

 *Operations Manual Development Team Member June 2017 to August 2017*

• Maintaining and updating all pre-school literature

• Maintained the procedural manual for Imagination Campus

**AWARDS, HONORS, AFFILIATIONS & SERVICE**

• President’s Gold Scholarship 2016

• William and Joanne Moore Scholarship 2016 – 2019

• National Society of Collegiate Scholars Initiated 2017

• Welton and Rosanna Owens Memorial Scholarship 2018

• Johnny L. Walker, Jr. and Geraldine Walker Leadership Award 2019

• “The Tribute of a Black Woman” Scholarship 2019

• Omega (Greek Honor Society) Initiated 2019

• Houston Association of Black Journalists 2020 – Present

• National Association of Black Journalists at Baylor University

▪ President 2020

▪ Vice President 2019 – 2020

▪ Public Relations Chair 2019 – 2020

• Alpha Kappa Alpha Sorority Inc. 2018 – Present

▪ Public Relations Chair 2018 – 2020

▪ Ivy Leaf Reporter (sorority’s national magazine) 2018 – 2020

▪ Boys & Girls Club weekly volunteer 2018-2020

▪ Baylor University Parents’ Network 2019

▪ Organized an incoming freshmen event and worked on a panel providing freshmen with information

**SKILLS**

• Word, Excel, PowerPoint, Outlook

• Basic coding knowledge

• Experience with Microsoft Apps

• Experience with POS system

• Retail experience

• “AP Style” knowledge

• SEO

• Digital Marketing