
Madison Rudden

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Professional Writing Portfolio - <https://mrudd004.wixsite.com/rudden---portfolio>

Summary

Majoring in Professional Writing and Minorng in Political Science.

An organized and motivated person, eager to utilize time management and organizational skills across diverse settings. Looking for an entry-level opportunity to improve my knowledge and abilities, while being eager to contribute to the company's growth and success.

Skills and Abilities

- Very knowledgeable in Microsoft Office and Google Workspace
- Customer service
- Time management
- Organized
- Effective communication
- Project management
- Problem-solving
- Content creation
- Listening skills
- Friendly and outgoing
- Problem-solving skills
- Verbal/written communication

Work Experience

SALES ASSOCIATE | 11/2023 - Current

Box Lunch - Hampton, VA

- Assisted customers in product selection and provided exceptional service. Helping customers find specific products, answering questions, and offering product advice.
- Maintained knowledge of store promotions and merchandise offerings.
- Organized inventory and ensured merchandise displays
- Collaborated with team members to achieve sales goals effectively, while building and maintaining relationships with peers and upper management, leading to driving team success.
- Handled customer inquiries and resolved issues promptly and professionally.
- Trained new associates on store policies and operational procedures.

SALES ASSOCIATE | 02/2023 - 07/2023

Famous Footwear - Rio Grande, NJ

CASHIER/EXPO/COOK | 06/2020 - 09/2022

GP Grill - Cape May, NJ

Education

Old Dominion University - Online

Lower Cape May Regional High School - Cape May | High School
06/2023

References

- Jenni, Georges Place Owner, 6092314195
- Tony, Famous Footwear Manager, 6097279661
- Ale, BoxLunch Store Manager, 7143936068
- Bella, BoxLunch Store Manager, 7575032719

Accomplishments

- Dean's List; Spring 2024, Fall 2024, and Spring 2025
 - 2025 ODU English Department Research Showcase
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