Maylee Rielle

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Education

Bachelor of Arts, Experience Architecture **May 2024**
Michigan State University, East Lansing, MI

- Minor in Graphic Design
- Honors College, GPA 3.92

Experience

Serendipity Road/Joyful Tantrum, Midland, MI **January 2023-Present**
Web Designer

- Created low-fidelity wireframes using Notability to present ideas for the website
- Lead meetings and communicated closely with boss to ensure the website matched their vision
- Created a visually pleasing website to better match the aesthetics of the store using Shopify
- Reorganized the homepage and menu to improve the usability and accessibility of the website

Serendipity Road/Joyful Tantrum, Midland, MI **May 2022 - Present**
Sales Associate

- Provided outstanding customer service to all customers by greeting and assisting them in the store
- Maintained a clean, organized environment by cleaning and organizing displays daily
- Helped prepare and run events by assisting in setting up event and running "Fun with Books"

Michigan State University Student Athlete Support Services, East Lansing, MI **January 2022 - Present**
Student Athlete Tutor

- Tutored 23 MSU athletes over Zoom in math courses from MTH 101 (basic math) to MTH 124 (calculus)
- Helped athletes pass their math courses after having below a 2.5 GPA when session started

Adams Elementary School, Midland, MI **May 2021, May 2022, & May 2023**
International Baccalaureate PYP Exhibition Mentor

- Mentored 3 groups of 4 fifth graders on their final project over poaching, racism, and sports injuries
- Assisted them on their project by meeting with them 2 times a week, providing research materials, editing their papers, helping communicate to community members, and helping assemble final poster

Midland Soccer Club, Midland, MI **March 2021 - Present**
Youth Soccer Coach

- Coached 1 recreational soccer team of boys from ages 7-9 and 1 travel soccer team of boys ages 8-10
- Maintained a safe and fun environment by supervising practices and games and running drills

Shipt, Midland, MI **September 2020 - Present**
Shipt Shopper

- Provided grocery delivery service to over 360 clients in Midland County
- Maintained high rating through providing friendly, efficient customer service

Activities

Experience Architecture Club Member and Events Coordinator **September 2022 - Present**
Michigan State University, East Lansing, MI

Skills

Technical: WordPress (intermediate), Shopify (intermediate), Photoshop (intermediate), Figma (intermediate), Adobe Illustrator (beginner), Coding (HTML, JavaScript, C++, Visual Basic)
Languages: Spanish (Intermediate)