

Madeleine Wick
934 North Elmwood Avenue Peoria, IL 61606
E-mail: mwick@mail.bradley.edu

EDUCATION

- Ironwood Ridge High School**, Tucson, AZ
• High School diploma May 2017
• 3.7 overall GPA
- Bradley University**, Peoria, IL
• Bachelor of Fine Arts in Studio Art, Expected graduation May 2021
• Minor: Business
• 4.0 GPA

RELATED EXPERIENCE

- Self-employed artist**, Tucson, AZ and Chicago, IL
Commission artist. MAY 2017-CURRENT
 - Commissioned to draw portraits for clients.
 - Communicated with clients over emails and in person about pieces of art.
 - Updated clients in emails on their commissions.
 - Answered clients' questions about aspects of their commissions.
 - Followed various deadlines.
 - Met short deadlines.
 - Studied various mediums: pencil, painting, clay.
 - Knowledge of the elements and principles of design.

- COUNTRY Financial**, Tucson, AZ
Office assistant and cleaner. JAN 2015- AUG 2018
 - Organized and cleaned the office weekly.
 - Reorganized and sorted 5-10 client files for two clients weekly.
 - Researched various companies in the surrounding area for potential business.
 - Packaged marketing/ proposal material for new clients.
 - Addressed holiday cards to clients.
 - Greeted clients as a receptionist.
 - Thorough communicator.
 - Works well with others.
 - Spoke with clients to review life policies and beneficiary changes.
 - Batch filed clients' files weekly.
 - Moderate experience working in Navigator.

OTHER EXPERIENCE

- Food Pantry**, Chicago, IL
Volunteer
 - Communicated with other volunteers and those in need.
 - Arranged stock in both the clothing and food isles of the food pantry.
 - Greeted incoming families.
 - Helped the elderly gather items in their carts.

HONORS AND ACTIVITIES

- Watercolor Guild Scholarship winner 2017**
 - Competed in a local art scholarship and won first place
- Krylon Clear Choice Scholarship winner 2018**
- Ralph J. Eckert College Scholarship winner 2018**
- 2017-2018 Bradley Dean's List recipient**

LEADERSHIP ROLES

Ironwood Ridge Art Club, Tucson, AZ

AUG 2016- MAY 2017

Vice President

- Organized set up for art mural
- Painted art mural weekly
- Organized art challenges bi-weekly

Ironwood Ridge Japanese Appreciation Club, Tucson, AZ

AUG 2015- MAY 2017

Vice President

- Organized and ran after school events weekly
- Created PowerPoint presentations for weekly topics
- Organized yearly trips to Tucson's Connichiwa Convention
- Organized gaming tournaments and fundraisers

COMPUTER SKILLS

- Worked in Adobe Photoshop
- Worked in Adobe Illustrator
- Worked in Adobe Premiere