

MADISON COPLEY

LEXINGTON, KY 40526
MADISONCOPLEY53@GMAIL.COM / 606-625-9608
SHE/HER/HERS

INFO

Major – B.A. in Anthropology
with a minor in History

Published in the 2022 textbook,
The Engaged Citizen for all WRD
classes – “The History and
Significance of Pinto Beans in
Appalachia”

SKILLS

- Calm under pressure
- Ability to communicate effectively
- Thrives in both team-oriented settings and alone
- Strategic and hard worker
- Confident in my abilities
- Computer science – JavaScript and Python
- Excellent customer service

EXPERIENCE

Office of State Archaeology – November 2022 – Currently employed

I currently work at the Office of State Archaeology under the GIS coordinator Phil Mink. I get to scan copies of site forms for archaeological sites in Kentucky onto an online database so that archaeologists and researchers in Kentucky and around the world can access the information. I am currently helping to create an online “Ask an Archaeologist,” forum where citizens who have uncovered potential artifacts can reach out and submit their findings to us so we can provide more information.

Barnes and Noble (Cashier/Clothing/Bookseller) ~ August 2021 –August 2022

I worked as a cashier or in clothing for most of my shifts. Normal duties included answering the phone, checking out customers, and stocking merchandise. Through this, I learned a lot about customer service and how to communicate in a professional but friendly manner effectively and politely. I have worked several shifts alone and have grown confident in my abilities to solve issues independently and to send people to the proper authority on issues that I do not have expertise in.

House Manager/Concessions Manager/Merchandise Manager/Office Worker – Otis A. Singletary Center for the Arts – July 2022 – March 2023

I worked at the Singletary Center as the different roles listed above. On a day-to-day basis, I answered emails/phone calls, created employee schedules, conversed with clients, reconciled hours worked, managed workers, worked in the concessions as a manager and helped sell merchandise with different clientele. Throughout my time at this job, I grew in multiple areas including valuable time management skills,

technological information related to different computer software programs, and overall organizational skills due to preparing paperwork relating to events, scheduling different personnel, and being able to gather all information to set up a professional event for clients.

Night Desk Clerk – Residence Life UK – Spring Semester 2022

For this position, I worked at the front desk of the Holmes Hall Residence Hall. I would commonly answer phone calls and assist students and emergency personnel and get into contact with the proper channels of authority to fully assess the situation. I would also check students in and out of the building and help them in other scenarios such as them being locked out of the building, being locked out of their room or by checking out different items like cooking utensils and other items.

EDUCATION

HIGH SCHOOL DIPLOMA • MAY 2021 • BELFRY HIGH SCHOOL

Maintained a 4.0 GPA all throughout high school. I took 5 AP courses and 2 Dual Credit enrollment classes through community colleges. I cofounded a club called writer-zine and was the Vice President and Chief Editor for the club. I was in Mu Alpha Theta, the National Honor Society, the Library Leadership Association, the Academic Team, and Choir. I graduated Summa Cum Laude and was at the top of my graduating class.

VOLUNTEER EXPERIENCE OR LEADERSHIP

Bioarcheological Field Work – OSA – November 2022

While volunteering with the state archaeologist, George Crothers, at a site in Lincoln Country, KY, I got to help excavate through mounds of dirt at an unmarked burial site. I got to help retrieve bones and other artifacts that we collected like screws, etc. I handwashed all the bones and helped initially analyze them on site. I also had to opportunity to help with the ground magnetometer and with site survey.

House Manager/Concessions Manager/Merchandise Manager/Office Worker – Otis A. Singletary Center for the Arts – July 2022 – Currently Employed

In this role, I have been able to excel through the ranks into management positions very quickly. With these promotions, the number of

responsibilities and level of attention of detail related to being able to manage a group of workers for different events have increased. This role has taught me very valuable time management skills, technological information related to different computer software programs, and overall organizational skills due to preparing paperwork relating to events, scheduling different personnel, and being able to gather all information in order to set up a professional event for clients.

Food Preparation/Kitchen Aide (volunteer) ~ Little Dove United Baptist Church ~ June 2018 – July 2018

I volunteered to work in the kitchen during Vacation Bible School at my grandmother's church during the summer. I would help prepare, cook, and serve the meals to ages ranging from toddler-elderly. I often stayed late to help clean and prepare for the next day. While fulfilling this role, I excelled at being a team player and setting manageable time frames and schedules in order to complete tasks. This position helped me learn to thrive under pressure and cope with stress in a beneficial and productive manner.