

Madelyn Smith
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EDUCATION

Occidental College – Los Angeles, CA
Bachelor of Arts, Computer Science with a Studio Art Concentration
Asian Studies Minor
August 2023 – Present

EXPERIENCE

Student IT Technician – Occidental College, Los Angeles, CA
January 2024 – Present

- Provide technical support to students and faculty with issues involving personal devices, accounts, software, and basic applications.
- Respond promptly to phone and walk-in inquiries with clear, professional communication.
- Manage, document, and resolve support tickets to ensure a seamless user experience.

Asian Tigers Group – Relocation & International Mobility Intern, Tokyo, Japan
September 2024 – December 2024

- Assisted with forms, documentation, and logistical coordination to ensure smooth transitions for expatriate clients.
- Entered and maintained client information using internal CMS/database tools; organized spreadsheets and checklists in Excel to track relocation progress.
- Conducted cultural and environmental research to produce written deliverables for IES Abroad, including reflective workplace journals.
- Utilized Japanese and English language skills in facilitating bilingual communications.

MeshEd Game Design Enrichment Intern – CREC Academy of Aerospace & Engineering, Windsor, CT
July 2024 – August 2024

- Taught 6th and 7th grade students game development using Microsoft MakeCode.
- Guided students through the planning and execution of original game projects, encouraging creative thinking and problem-solving.
- Designed and adapted curriculum for diverse classrooms and supported underrepresented students in exploring STEM pathways.

SKILLS

Languages: Conversational Spanish; Intermediate Japanese
Technical Skills:

- Figma; Adobe (basic graphic design)
- Python; Java; C++; C#; Assembly; Javascript
- Microsoft Excel & Microsoft Word
- Research and Communication
- Basic UI/UX practices and wireframing