# MAKAYLA WILLIAMS

#### Contact

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### Education

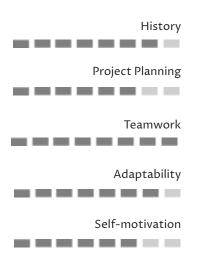
VA 23231

CLASS OF 2024, 3.14/4.0 GPA St. Catherine's School Richmond, VA

### **Key Skills**

Proficient in Word and PowerPoint Basic Knowledge of Coding using html Intermediate speaking level in Spanish Keen eye for aesthetics in graphic design

### Additional Skills



# **Career Objective**

Compassionate and conscientious tenth grade student with a 3.14/4.0 GPA. Has excellent organizational and leadership skills, proficient in Microsoft Word and PowerPoint. Seeking a career as a designer.

# **Volunteer/Work Experience**

# July 2018 - Present VOLUNTEER

Ronald McDonald House Charities of Richmond - Richmond, VA

- Purchased, packaged, and delivered grab and go bags for families in hospitals.
- Assembled activity bags with toys, games, coloring books, and arts and crafts supplies for children in the hospital as well as their siblings at home.
- Helped provide support to children, serving as a source of stability in their daily lives.

# July 2018 - Present

# VOLUNTEER

Atlantic Outreach Group, Inc. - Richmond, VA

- Purchased and packaged dinner kits to feed families in need. Each kit contained ingredients to make dinner and dessert.
- Delivered the kits to the Atlantic Outreach Group.

# July 2021 - August 2021

# INTERN

Greater Richmond Fit4Kids - Richmond, VA

- Created graphics using PowerPoint, Google Slides, Canva, and Adobe Spark for Fit4Kids' social media accounts. Elevated designs using a variety of effects and fonts.
- Published newsletters and blogs to promote the nonprofit.
- Encouraged youth to be the change that they wanted to see in their schools and communities.
- Collaborated with other interns on major projects.

# **Extracurriculars**

- Track Team
- **UNITY Club**
- Give & Bake Club
- Fashion Club

### Awards/Certificates

- Microsoft Word Specialist 2016 Certification