

MAKAYLA WILLIAMS

Contact

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6901 Alyssalaine Dr. Richmond,
VA 23231



Education

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

History



Project Planning



Teamwork



Adaptability



Self-motivation



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