

MADISON ALVES

madisonalves3@gmail.com madisonalves3.wixsite.com

[linkedin.com/in/madison-alves](https://www.linkedin.com/in/madison-alves) joinhandshake.com

EDUCATION

Bachelors of Fine Arts: Studio Art, Minor Psychology August 2019- January 2021

Colby-Sawyer College

New London, NH

Bachelors of Arts: Studio Art, Minor Psychology (xxx Credits) August 2016 - May 2019

University of New Hampshire

Durham, NH

EMPLOYMENT

Substitute Teacher February 2020 - Current

Windy Hill Pre-school

New London, NH

- Monitor and facilitate a calm and relaxed naptime
- Integrate education and play with roleplaying activities, reading, and music/dance
- Organize sensory and motor activities both inside and outside
- Maintain a clean and safe learning environment

Assistant Manager May 2018- August 2020

Hostess August 2020 – Current

Farmers Table Café

Grantham, NH

- Welcome every customer into the restaurant to be checked-in and assigned a table and server
- Organize and schedule reservations and manage take-out orders
- Support coworkers with their workload and maintain content customers
- Assist with preparation work and cleaning for the next shift in both front and back of the house
- Train new employees on the inner workings of the restaurant and overall customer service
- Assist with the expo of meals to the customer, with the management of communication between front and back of house

Administrative Assistant

August 2016 - May 2018

University of New Hampshire: Registrar's Office

Durham, NH

- Assisted students, parents, and staff with a wide variety of requests and inquiries
- Filed physical and digital paperwork
- Received training on FERPA privacy laws in regards to student information

Dietetic Host

July 2015 - July 2016

Dartmouth Hitchcock Medical Center

Hanover, NH

- Delivered food trays to patients- insuring room number and patient name are accurate
- Followed specific protocols set for each unit
- Maintained patient safety, proper food handling, and hygiene
- Received training on HIPPA policies in regards to patient information
- Cleaned and restocked service areas and kitchens in each unit

LICENSING & Certifications

- NH-DHHS Child Care License
- Water Safety Certification
- Adult and Pediatric First Aid/CPR/AED
- Sexual Violence Awareness Certification

INDUSTRY SKILLS

- Adobe Cloud Applications- Illustrator, Photoshop, InDesign
- Microsoft Office and Google Suite
- Mixing and chemistry of various glazes and clay bodies
- Raku and electric firing techniques
- Earthenware, stoneware, and porcelain
- Wheel and hand-built forms