

Molly McGee

EXPERIENCE

Dell Inc.

Digital Asset Management Librarian
November 2016 – Present

Worked with digital asset management (DAM) librarians to provide support to creative marketing teams; created training tutorials and documentation for users of the DAM.

Conducted a cleanup of top-level folders that resulted in an 86% reduction in storage and wasted space.

The University of Texas at Austin

IT Lab Staff and Teaching Assistant
August 2016 - Present

Coordinated the redesign of a 3-hour online undergraduate course as project manager of a team of eight master's students and the course's instructor.

Integrated software applications (Spiceworks, Google products, Asana) to create efficient workflow systems intended to aid fellow teaching assistants with grading and media creation projects.

Starbucks Coffee

Barista
August 2015 - November 2016

Welcomed and assisted customers with excellent customer service; worked as part of a cohesive team to maximize efficiency in the store. Awarded Partner of the Quarter in Spring 2016 as recognition for hard work and team spirit.

The Bryan Museum, Galveston TX

Volunteer and Docent
February 2016 – August 2016

Performed guided tours on records, artifacts, and artwork from Texas history as a docent and monitored visitors and collections as a volunteer for five months.

Bush Presidential Library Archives

Archival Assistant, Researcher
August 2014 - October 2015

Digitized and catalogued a collection of documents signed by President George H.W. Bush as well as documents signed by celebrities and foreign dignitaries.

Worked with an independent screenwriter and producer, as well as archivists at the Bush Library to gather, digitize, and organize relevant documents for a documentary about the fall of the Soviet Union, based on the book *The Last Empire* by Serhii Plokhy.

EDUCATION

The University of Texas at Austin

Master of Science in Information Studies
August 2016 – May 2018

Texas A&M University

Bachelor of Arts in English
Minors in Business Administration and Communication
August 2011 – May 2014

SKILLS

Instructional Design: Canvas, Camtasia; Panopto

Web Design: GitHub, Drupal, Blogger, Wordpress

Graphic Design: Adobe Photoshop, InDesign, Illustrator; Microsoft Office