



MAXIE-LEW DUNN

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UNIVERSITY OF TAMPA
FL

(860) 989-5517

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linkedin.com/in/maxielew-
dunn

Education

University of Tampa
Tampa, FL

School of Communications
Bachelor of Arts in New
Media Communications
(Anticipated May 2019)

Cumulative GPA: 3.56/4.00
Minor: Communications

Core Competencies

- Using form to embody ideas and communicate their value
- Visualizing Solutions
- Project Management
- Empowering Others
- Decision Making & Collaboration
- Results Oriented

Experience

SPATHE SYSTEMS
Graphic Design Intern

Feb 2018 to Dec 2018

- Created professional graphics for high-profile client proposals, including sensitive government contract bids.
- Paid as a full-time staff member and counted on to work both independently and in teams.
- Visualized research data into inspired graphics.
- Pushed the boundaries of creative work while staying within strict government proposal requirements.
- Collaborated with higher management to design layouts for newsletters and marketing slicks.

UNIV OF TAMPA ADMISSIONS OFFICE Jan 2017 to Present
Spartan Ambassador Manager

- Accountable for student tour schedules and logistics throughout the year.
- Manage a team of 60 ambassadors, 5 certification trainers.
- Supervise reception area for visiting prospective students and their families.
- Design graphics for the Office of Admissions newsletter.
- Produce 360° online tour videos for prospective students, to be featured on the website in 2019.

UNITED WAY SUNCOAST Sep 2015 to May 2017
Community Engagement Assistant

- Connected with local companies that have employee volunteer programs in place.
- Generated new volunteer projects by brainstorming with HR managers to create programs that fit their needs.
- Tracked employee volunteer hours with Salesforce CRM.
- Collaborated with a team of 6 marketing department staff members in designing layouts for upcoming newsletters and editing newsletters before they went to print

Leadership & Organizations

UNIVERSITY OF TAMPA CREW CLUB May 2017 to Present
President

- Represent Crew Club student athletes in Student Government meetings.
- Accountable for back office administration, including requests for event participation, transportation, and disbursement of funds.

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Awards

Division II ADA Academic
Achievement Award, 2017

SSC Commissioner's
Honor Roll, 2017

University of Tampa
Dean's List, 2015-2018

Certifications

Certified Tour Guide, 2015
Cycling Instruction, 2017

Skills

Microsoft Office Suite
Adobe Creative Suite
Salesforce CRM,
Premiere Pro, Lightroom,
Dreamweaver, Bridge
Java, JavaScript, HTML5,
CSS3, PHP

Interests

Fitness, Photography,
Videography, Outdoor
Sports, Traveling

UNIV OF TAMPA DIV II ROWING TEAM Mar 2017 to Present
Captain

- Work alongside coach in making major team decisions, including equipment spending and official gear management.
- Represent team as primary contact for new recruits and prospects.
- Oversee team member participation, ensuring student-athletes meet attendance and GPA requirements.
- Honored with a life-sized billboard in the Martinez Athletic Center as one of 22 NCAA team leaders.

STUDENT ATHLETE ADVISORY (SAAC) Mar 2017 to Present
NCAA Sunshine State Conference Representative

- Appointed to represent Univ. of Tampa Rowing Team at the Sunshine State Conference of the NCAA.
- Voted on NCAA rules and regulations, helping pass new rules that require coaches to provide breaks from intensive practice schedules.

STUDENT LEADERSHIP OFFICE (OSLE) Sep 2015 to Present
Team Member

STUDENT GOVERNMENT Sep 2015 to Present
Member

HILLEL Sep 2015 to Present
Member

Portfolio

