

## Madalyn Letellier

### Education

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<b>Suffolk University</b>	Boston, MA
<i>Masters in Public Administration</i>	Expected Graduation: January 2026
<i>Masters in Management and Organizational Leadership</i>	
<b>Merrimack College</b>	North Andover, MA
<i>Bachelor of Science in Public Health</i>	May 2021
<i>Bachelor of Science in Business Administration; Concentration: Management</i>	Cumulative GPA: 3.8

### Work Experience

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<b>City of Somerville</b>	Somerville, MA
<i>Boards and Commissions Administrative Assistant</i>	January 2023-Present
<ul style="list-style-type: none"><li>• Maintain database for 45 Boards and Commissions and track 300 members terms and expirations</li><li>• Develop and lead trainings to 45 staff liaisons to comply with Massachusetts General Law standards</li><li>• Track and enter legislative items set forth by City Council and members of the public using Granicus</li><li>• Provide administrative support to the City Clerk and the City Council</li></ul>	

<b>Boston Children's Hospital, Department of Urology</b>	Boston, MA
<i>Senior Patient Experience Representative</i>	June 2021- November 2022
<ul style="list-style-type: none"><li>• Collaborate with clinical, administrative, financial, and international departments throughout the hospital</li><li>• Representative for administrative staff in clinical meetings to foster teamwork and collaboration within the department</li><li>• Maintain and monitor daily schedules for three physicians and their specialty clinics</li><li>• Coordinate care and services such as obtaining records and collecting payments with documentation</li></ul>	

### Academic Public Health Volunteer Corps, Massachusetts Department of Public Health

Boston, MA	
<i>Field Operations Manager</i>	December 2020-May 2021
<ul style="list-style-type: none"><li>• Conduct, prepare, and debrief rapid needs assessments with local boards of health and community partners</li><li>• Lead and facilitate agenda items for team meetings of 60 volunteers to set service goals and develop processes</li><li>• Serve as the liaison between local health departments and the Academic Public Health Volunteer Corp</li><li>• Work with the MDPH Coordinator of Quality Improvement to implement best practices and develop meaningful partnerships</li></ul>	

### Honors and Awards

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President's List	Fall 2018, Spring 2020
Dean's List and Merrimack Academic and Honors Scholarship	Fall 2017-May 2021

### Leadership Experience

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<b>Residential Life, Merrimack College</b>	North Andover, MA
<i>Resident Assistant</i>	September 2018-May 2021
<ul style="list-style-type: none"><li>• Plan and implement social, educational, resident programs, and community service projects</li><li>• Participate in full staff duty rotation for the Residence Hall housing 300 students on a direct staff of 10 people</li><li>• Acting as first response in crisis situations</li><li>• Act as a liaison between students and administrators</li></ul>	

<b>First Year Experience (FYE), Merrimack College</b>	North Andover, MA
<i>Coordinator</i>	September 2018-May 2021
<ul style="list-style-type: none"><li>• Lead and created materials for Mentor Trainings around professional development and class-specific programming on a bi-weekly basis</li><li>• Foster professional relationships between peers and mentors as well as the FYE professional staff</li><li>• Oversee a cohort of 60 mentors on a weekly basis and be a first response to all inquiries about the program</li></ul>	

### Skills

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- Computer Skills: Proficient in Microsoft Excel, Word, PowerPoint, Google Suites, Canva
  - Certifications: Lean Six Sigma White and Yellow Belt Proficient