


Madison N. S. Smith

Citizenship: Bermudian

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 LinkedIn – Madison Smith

A B O U T M E

I am currently a third-year student at Acadia University in Wolfville, Nova Scotia. I am double majoring in English and Classics and preparing to write my honors thesis in Classics. I attended the Bermuda High School for girls and during that time I completed IGCSEs and the IB Diploma.

E D U C A T I O N

Acadia University (GPA: 4.0)
BA Hons. Classics and English

Bermuda High School for girls
IGCSE and IB Diploma (2014-2021)

Harrington Sound Primary School (2008-2014)

A W A R D S

- Head Girl- Harrington Sound Primary
- Honour Roll /Responsibility for Learning
- ABRSM Music Theory Grades 1 and 2
- Language Leaders Award (2018)
- Duke of Edinburgh (2019)
- ESU Education Award (2022)
- Ministry of Education Further Education Award (2022)
- Smith's Parish Council Award (2022)

C O M M U N I T Y S E R V I C E

- Department of Health P1 Screening (2017)
- Bermuda National Trust (2017)
- YouthNet Mentor (2017-2020)
- Salvation Army Meal Program (2018-2021)
- Thailand Service Project (2018)

S C H O O L A C T I V I T I E S

- School Play (2014-2020)
- Orchestra (2014-2016)
- Eco-Club (2018-2019)
- Debate (2019)
- Yearbook (2019-2020)
- Tennis (2019-2020)
- Knitting Club (2019-2021)
- Book Club (2020-2021)
- UNIS-UN Conference (2021)
- Iceland Geography Trip (2019)
- BIU Youth Leadership Session (2020)
- ROV Robotics Competition (2017)
- Junior National Greek and Latin Sight Translation Competitions (2022)

E X P E R I E N C E

Medical Records Clerk (2018 – 2019)

Bermuda International Institute of Ophthalmology

- Maintenance of patient charts in medical records room
- Prepped and organized patient charts to prepare them for appointments
- Assisted with project to convert all the paper-based records into the new electronic database system

Sales Associate - Tuck Shop Dessert and General Store (2021)

- Took orders over the phone and prepared them for pick-up
- Operated the cash register
- Assisted customers while they were shopping

Office Administration Assistant - Smith Technologies Ltd. (2020)

- Made and took all calls for the CE
- Ensured all company documents were filed and scanned
- Liaised with clients on behalf of CE

Underwriting Intern – Allied World Assurance Company (2022)

- Worked in Casualty, Professional Liability, Property, and Reinsurance
- Worked one on one with established people in the insurance industry
- Attended client meetings and networking events

Resident Assistant - Acadia University (2022-2023)

- Responsible for creating safe and friendly environment for residents
- Monitored resident behaviour to make sure it complied with code of conduct
- Responsible for planning and putting on monthly events in residence

Writing Tutor – Acadia University Writing Centre (2022-2023)

- Assisted students with writing of all kinds
- Attended training sessions on how to be an effective tutor