

Theodore Madrid
Hillsdale, MI

Education

- ❖ **M.A. Politics** – The Van Andel Graduate School of Statesmanship, Hillsdale College
2021-2023 (In Progress)
- ❖ **Leadership and Innovation Certificate** – The Ohio State University Graduate College
of Nursing
2020 - 4.0 G.P.A
- ❖ **Certificate in Spirituality Studies** – St. Charles Borromeo Seminary
2019 - 4.0 G.P.A.
- ❖ **B.A. Philosophy and Humanities** – The Pontifical College Josephinum
2018 - Honors Program, Double Major, Cum Laude; 3.6 G.P.A.

Achievements:

- ❖ Member of the Kleinz Philosophical Society
- ❖ Presented Senior Thesis to the Kleinz Philosophical Society
- ❖ Dean's list member for the majority of undergraduate and graduate semesters.

Professional Experience

Graduate Research Assistant - Office of the President, Hillsdale College ~ Hillsdale, MI

August 2021-Present

- ❖ Research institutional responses to various crises, scandals, and emergencies and analyze public relations management efforts.
- ❖ Identify and relay best public relations communication and crisis management practices to the president's office.
- ❖ Draft over 20 sets of reports, holding statements, and press releases for emergency use by the president's office.

Revenue Cycle Specialist - Wexner Medical Center, The Ohio State University ~ Columbus, OH

October 2019- May 2021

- ❖ Managed collection and maintenance of patient demographic and insurance information for use by providers and accounting services.
- ❖ Communicated regularly with clinical staff, medical secretaries and staff within the service line to ensure customer and department staff satisfaction.
- ❖ Member in chemotherapy unit improvement and lead on department innovation committee.

Assistant Project Manager - Columbus Heating and Ventilation ~ Columbus, OH

July 2019- October 2019

- ❖ Assisted with routine and variable data entry for dozens of large scale, highly complex construction projects, ranging from single day to multi-year projects.
- ❖ Integrated older filing and data tracking methods with updated procedures and models.
- ❖ Provided inter-departmental communication on behalf of the project management team.

Service

Director of Marketing – Young Catholic Professionals, Columbus ~ Columbus, OH

2019-2021

- ❖ Managed all marketing, to a target audience of over 400 with +80% engagement rate with weekly listserv content and participation in bi-monthly events, and social media presence.

Program Staff – Catholic Youth Summer Camp ~ Centerburg, OH

(Summers) 2015-2018