

MARY BEEM

 marylane91.mj@gmail.com

 +1 310-617-2891

 Anchorage, AK 99501

PROFESSIONAL SUMMARY

Dedicated and resourceful professional with extensive experience in customer service and early childhood education, combined with a passion for continuous learning and personal growth. I thrive on challenging myself and acquiring new skills to stay ahead of the curve. Graduating Summa Cum Laude with a degree in Web and Digital Design, I bring a strong foundation in both technical expertise and creative problem-solving. My well-rounded background enables me to deliver thoughtful, engaging solutions, whether in educational settings or digital design projects. With a strong focus on communication, teamwork, and innovation, I am eager to contribute my skills to a dynamic team that values creativity, technology, and personal development.

SKILLS

- HTML
- CSS
- JavaScript
- Figma
- UX Wireframing
- Python
- Photoshop
- Social Media
- Digital Marketing
- Word
- Teamwork
- Communication
- Time Managemenet

EDUCATION

University of Maryland Global Campus

Hyattsville, MD • 12/2025

Bachelor of Science: Web And Digital Design

- GPA: 4.0 | Summa Cum Laude
- President's List (Upon Graduation)
- Dean's List (All Four Years)
- President's Scholarship Recipient (Two Consecutive Years)

WEBSITES, PORTFOLIOS, PROFILES

- <https://marylane5.github.io/marylanebm/>

WORK HISTORY

United States Air Force - Education Technician

Las Vegas, NV, US • 02/2023 - 12/2025

- Support student learning objectives through personalized and small group assistance.
- Instruct small groups of students in basic concepts such as alphabet, shapes, and color recognition.
- Participate in lesson planning and curriculum implementation to promote quicker rollout and delivery.
- Developed instructional materials to enhance learning outcomes for diverse student populations.

Jr Sr High School - Academic Advisor Assistant

Boron, CA • 08/2021 - 11/2021

- Manage phone and email correspondence and handle incoming and outgoing mail and faxes.
- Perform research to collect and record industry data.
- Open and properly distribute incoming mail to promote quicker response to client inquiries.
- Seek methods for improving operations, communication, recordkeeping, and data entry for efficiency.
- Complete forms, reports, logs, and records to handle HR documentation quickly.

United States Air Force - Education Technician

Spangdahlem, Germany (DE) • 06/2017 - 03/2021

- Maintain safety and security by overseeing students during recess environments.
- Keep classrooms clean, neat, and properly sanitized for student health and efficiency.
- Prepare instructional materials and set up work areas.

**University of Maryland Global
Campus**

Hyattsville, MD • 12/2025

Certificate: Digital Marketing

- Monitor student activities to promote safety and inclusion.
- Prepare one-on-one instructional materials following curriculum guidelines.

REFERENCES

Taylor Winters - Former Colleague, Las Vegas, NV | (702) 945-4182 |
taylor.winters.2@us.af.mil

Vanessa Terrell - Former Supervisor as Assistant Director, Las Vegas, NV
| (702) 715-3273 | vanessa.terrell@us.af.mil

Sze Wan Kwok - Former Trainer, Las Vegas, NV | (704) 699-4007
| Sze_wan.kwok.1@us.af.mil