

TARA MCGEE

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EDUCATION

Digital Media, Bachelor of Arts
Penn State Erie, The Behrend College
Dean's List

GPA 3.65
Graduation 2027
Spring and Fall 2023-2025

ACADEMIC PROJECTS

Video Presentation

- Developed video content which showcased coursework that consisted of Photoshopped images and editing skills.
- Created personalized images using Adobe illustrator.

3D Modeling Project

- Fabricated replica of a hotel room in a 3d space, which consisted of making individual objects.

WORK EXPERIENCE

Team Member, Panera Bread, Hermitage, PA

June 2022-November 2022

- Ensured customers received their orders accurately and promptly.
- Collaborated effectively with team members to achieve the goal of customer satisfaction.
- Adapted to unexpected rushed and stayed calm under pressure.

Hostess, Muscarella's Cafe Italia, Sharpsville, PA

February 2023-June 2024

- Created a welcoming environment by greeting guests.
- Coordinated 400+ customers swiftly and guaranteed customers' comfortability.
- Assisted in training new hostesses, focussing on customer pleasure, communication skills, and a strong work ethic.

Server, Muscarella's Cafe Italia, Sharpsville, PA

June 2024-August 2025

- Memorized menu of 50+ items, including daily specials, to provide informed recommendations.
- Provided outstanding guest service by maintaining attentiveness and ensuring satisfaction.
- Delivered personalized experience to guests by ensuring dietary restrictions were noted.

TECHNICAL SKILLS & LANGUAGE SKILLS

- PowerPoint, Word, Outlook
- Adobe Photoshop, Maya 3D Software, Adobe Illustrator
- Conversational knowledge of Spanish