**Maggie Conway**

Portland, OR \* (503) 537 8199 \* [conwayma@](mailto:conwayma@onid.orst.edu)onid.orst.edu

**Summary**

\*Computer Skills: MAC/PC proficient, Excel, Microsoft Word, Power-Point, Publisher

\**Marketing\*Project Management\*Dictation Machine Transcription Experience\* Executive Assistant Experience\**

**Experience**

Volunteer SMART, OR (2008): *Teacher Volunteer*

\*Tasks included but are not limited to: teaching reading and spelling skills in local pre-school, pre-grade and first grade classrooms. Some office and clerical duties, filing, scheduling, clerical duties, teacher assistance and promoting/advertising the program in the Corvallis community.

Willikenzie Estates; Yamhill, OR (Seasonal): *Executive Assistance*

\*Tasks included but are not limited to: Executive assistant duties, marketing, project coordinating, travel plan coordination, scheduling, filing, sorting wine, filling orders, meeting with/selling and marketing wine to cellar club members and customers, coordination and working wine tasting events, food and beverage services, cleaning, decorating, driving customers to locations on vineyard, seminar coordination (clean up/take down) and community relations, design for customized website, etc.

Camp Laurel; Readfield, ME (Summers 2007&2008): *Counselor*

\*Tasks included but are not limited to: supervision and director of young women at summer sleep-away camp, practices organizational skills, responsibility of assistant to the executive lead, cleaning, patience, event planning, coordinating daily events and schedules, leadership, leading activities, guidance and safety, etc.

Oregon State University HDFS Office; Corvallis, OR (2008-2011*): Admin. Assistant*

\*Administrative Assistant-- tasks included but are not limited to: proficient computer work and customer service at front desk at College of Human Development and Family Sciences, answering phones and performance of clerical duties, assistance to the director of Oregon State University HDFS relations, marketing OLV (daycare) to public, PR coordination, community relations, coordinating events and activities for children, organization and demonstration of great responsibility.

**Education**

Yamhill-Carlton High School: Graduated 2006 with honors

\*Link crew, varsity soccer, varsity cheerleading, OSSOM president, book club VP, Student Body Event Coordinator.

Oregon State University (2011): BS Speech Communications

\*Hillel, IM soccer team captain, debate and speech team leader (2009/'10 school year), Business Marketing club member (2009/’10), OSU Thespians, GPA Honors