

Hailey Maguire

West Harrison, NY | (914) 843-9196 | hsmaguire5@icloud.com | Relocating to Mclean, VA July 2024

SUMMARY

Enthusiastic individual eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Excel, PowerPoint and other programs alongside effective research and communication skills. Motivated to learn, grow, and excel as an employee.

EDUCATION

College of the Holy Cross - Worcester, MA | Merit Scholar

B.A. Neuroscience, Graduation 05/2023

Harrison High School - Harrison, NY | Summa Cum Laude, Top 10% of Class

RELATED EXPERIENCE

AIRCRAFT PREP SPECIALIST | NetJets/West Star Aviation

10/2023 to Current

- Led, scheduled, and assigned staff for aircraft preparations under tight time constraints.
- Meticulously maintain the professional appearance and inventory stocking of aircraft undergoing service operations, ensuring a pristine and organized environment.
- Diligently follow contract specifications to guarantee aircraft readiness for crew members and passengers.
- Proficiently adapt and quickly learn the unique specifications of each aircraft, ensuring adherence to specific requirements for optimal preparation.

IT COMPUTER CONSULTANT | College of the Holy Cross

07/2022 to 05/2023

- Reported to Technology Support Manager and provided technical computer support to faculty, staff, and students (including, but not limited to, Windows and Mac OS operating systems, software packages, Holy Cross sites and systems, and internet browsers).
- Assisted with computer and printer setups, retrievals, and dual monitor installs.
- Monitored, troubleshooted, and completed tickets submitted to the online ticketing system following agile methodologies.
- Facilitated the loaner program, data shredded and imaged computers, maintained student desk area, assisted walk-in customers, covered phones, and completed projects as assigned.

ACADEMIC RESEARCHER | College of the Holy Cross

01/2022 to 05/2022

- Gathered research data via surveys consisting of a segment of students.
- Input and analyzed data utilizing programs such as SPSS (with Python) and Excel.
- Concluded results concerning the psychological theory of the misinformation effect among students within the pandemic.
- Presented research at an academic conference in front of a diverse group of esteemed faculty and staff.

TUTOR | City View Discovery School – Worcester, MA

01/2022 to 04/2022

- Weekly taught Latin to a group of four 4th grade students.
- Created lesson plans consisting of worksheets, interactive games, and video instruction.

HOSTESS | Brazen Fox, Ron Blacks – White Plains, NY

09/2020 to 08/2021

- Actively monitored restaurant activity to determine guest and dining flow.
- Responded and catered to guest requests and inquiries in a timely and efficient manner within a fast-paced work environment.

SKILLS

- Proficient in Microsoft Office
- Research and data analysis
- Python, SQL, Tableau
- Adept learning style
- Strong interpersonal communication
- Project management