

# Maggie Caroddo

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## Education

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### McGill University -- Montréal, QC (September 2020-April 2024)

*BA Political Science, minors in Religious Studies and History*

#### Extracurricular Activities:

- VP Internal for Jam for Justice (April 2021-December 2022)
  - Taking meeting minutes
  - Helping plan various large-scale fundraising events
  - Drafting contracts and submitting event declarations
- VP External for the Nordic Culture Club (March 2022-April 2023)
  - Helping plan various events
  - Designing graphics for the club's social media using Canva
  - Reaching out to and communicating with other clubs for collaborations
- VP Marketing and Promotion for Counterpoint (September 2022-April 2024)
  - Planning events to promote our student-run music magazine
  - Maintaining all of the club's social media, including Instagram and Facebook
  - Coordinating with our graphic design team to produce promotional material
- Staff Writer for Counterpoint (January 2023-April 2024)
  - Writing articles covering the Canadian music scene, including artist profiles and concert reviews
- VP Events for the Nordic Culture Club (April 2023-April 2024)
  - Booking and arranging meeting rooms
  - Contacting venues to book spaces for events
  - Drafting contracts and submitting event declarations

## Work Experience

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### Fantasia Film Festival -- Montréal, QC (June 2023-August 2023; May 2024-Present)

#### *International PR Assistant*

- Drafting pitches for interviews and related opportunities to press
- Organizing and supervising press interviews
- Assisting in drafting press releases, invitations to media, and daily notes sent to outlets
- Greeting and assisting guests at events and screenings organized by the festival

#### *International PR Coordinator*

- Producing press releases for the media
- Managing festival guest lists
- Serving as a liaison between our festival guests and media personnel who wish to conduct interviews
- Supervising red carpet events at the festival

### Charlemagne Linguistic Academy -- Montréal, QC (April 2024-Present)

#### *Administrative Assistant*

- Registering customers for language exams, both in person and over the phone
- Creating promotional materials to market the center's classes and exams
- Supervising government language exams in both French and English

### National Film Board of Canada -- Montréal, QC (May 2022-August 2022)

#### *Media Relations Team Intern*

- Conducting daily press reviews on Cision and doing media monitoring in Cision and on the internet
- Compiling quotes from media articles to be used in the NFB's press releases
- Building journalist lists for upcoming NFB releases
- Contacting newsrooms to validate their contact information so that NFB press releases are sent to the correct place

- Creating a standardized list of the steps for a publicity campaign that is now used to train new employees
- Attending film festivals and press conferences to gauge audience response to NFB films

**Deli Planet -- Montréal, QC (May 2023-May 2024)**

*Sandwich/Salad Maker and Barista*

- Making a wide selection of sandwiches and salads
- Taking orders in a professional and friendly manner in both English and French
- Preparing hot beverages with an espresso machine
- Maintaining the cleanliness of the service area
- Handling payments

**Sansotei Ramen -- Montréal, QC (August 2022-December 2022)**

*Server*

- Greeting customers and presenting them with menus and water
- Taking and serving food and drink orders in a professional and friendly manner in both English and French
- Arranging table settings and cleaning tables after customers leave
- Communicating with the kitchen to ensure that all orders are placed correctly
- Taking and packaging phone orders and Ubereats orders
- Handling payments

**Scatterbrain Magazine -- Montréal, QC and New York, NY (September 2022-February 2024)**

*Writer and Editor*

- Interviewing burgeoning musicians to create written content for our self-published, printed magazine
- Reviewing, revising, and editing all written content before publication

*Outreach Coordinator*

- Reaching out to businesses to sponsor both our magazine and its events
- Contacting stores to sell our magazine

**Jeans Jeans Jeans -- Montréal, QC (October 2021-April 2022)**

*Retail Worker*

- Folding and putting away clothing
- Helping customers find what they are looking for and ensuring that they have a positive experience at the store
- Maintaining the cleanliness of the store
- Assisting with the training of new employees
- Communicating with customers in both English and French

**Nassau County Department of Parks and Recreation -- Manhasset, NY (June 2021-August 2021)**

*Attendant*

- Managing transactions at the register
- Helping customers sign up for a pool membership
- Maintenance and cleaning of the pool area and bathrooms
- Ensuring the safety of all patrons
- Assisting with the training of new employees

**Klobus Pool Company -- Searingtown, NY (May 2019-August 2020)**

*Lifeguard*

- Observing and organizing the activities of swimmers
- Enforcing applicable pool policies and regulations
- Rescuing swimmers in distress and providing emergency care
- Maintenance and cleaning of the pool

## **Additional Skills and Training**

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- Professional proficiency in French
  - Proficiency in RStudio
  - Proficiency in Canva, Figma, and other similar design applications