

Meghan Pitsch

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Personal Profile

I am a hardworking, responsible, and open minded individual possessing excellent communication and time management skills. I have a unique employment background which blends extensive experience in customer service with a passion for community service and international affairs.

Experience

WORKSHOP SPECIALIST | GOODWILL INDUSTRIES OF GREATER GRAND RAPIDS | PRESENT

INTERN AND VOLUNTEER | WORLD AFFAIRS COUNCIL | 2015-PRESENT

MANAGER AND CONCIERGE DIRECTOR | CELEBRATION! CINEMA | 2011-2017

INTERN TO CHIEF JUDGE | KALAMAZOO COUNTY PROBATE COURT | 2014-2015

CORPS MEMBER | AMERICORPS NCCC | 2010-2011

Skills & Abilities

MANAGEMENT AND ORGANIZATIONAL LEADERSHIP

- Supervised staff of 100+ in day to day duties of operating a movie theater
- Entered and approved employee work hours for payroll
- Co-supervised and coordinated volunteer efforts in initial relief of Joplin Tornado Disaster

CUSTOMER SERVICE

- Utilized problem solving skills to handle customer concerns and emergency situations
- Trained and supervised Concierge staff who deliver superior service for up to 8000 guests per day
- Received four awards for Superior Customer Service at Celebration! Cinema

COMMUNICATION

- Instructed job skills workshops for participants in Goodwill's Achieve program
- Managed content on World Affairs Council of West Michigan website
- Member of Toastmasters International

TIME MANAGEMENT

- Completion of Juvenile Mental Health Court Grant Proposal as Probate Court Intern
- Able to coordinate both short term and long term deadlines successfully
- Certified as Goodwill Instructor while providing support services to Goodwill's CNA program

Education

B.A. GLOBAL AND INTERNATIONAL STUDIES | 2016 | WESTERN MICHIGAN UNIVERSITY