

# Meagan MacLeod

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30-61 32nd St. Astoria, NY 11102

## EDUCATION

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**B.A., Communications with a Mass Media & Journalism Concentration, Education Minor** 2009 - 2013  
*University of Massachusetts Amherst* – Amherst, MA

### International Program

*Vesalius College* – Brussels, Belgium

## VOLUNTEER AND WORK EXPERIENCE

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**Banquet Server** 10/2013 – 10/2015

*Culinary Concepts* – San Diego, CA

- Addressed customer service needs with depth of industry knowledge
- Maintained positivity and professionalism while serving a large volume for 14+ hours
- Provided superior service with knowledge of five courses and wine pairings

**Child Care Professional** 3/2014 – 10/2015

*The Mangine Family* – San Diego, CA

- Provided primary child care to two children aged three and six
- Prepared meals, cleaned, maintained health/safety, developed schedules, and created activities
- Improved children's learning and mental growth through proactive social and academic engagement
- Kept records and provided parents with health and wellness reports

**Sales Representative** Summer 2013

*Big Rock Oysters Co.* – Harwich, MA

- Promoted sales and negotiated prices with local companies and restaurants
- Developed a company brand and contributed to marketing strategy
- Received wholesale product, packaged it for resale, and delivered it to Massachusetts distributors

**Banquet Server** 5/2013 – 10/2013

*New Seabury Country Club* – Mashpee, MA

- Planned and assembled special events for up to 300 guests
- Lead the quality of product service for up to 20 guests at one time
- Maintained the strict customer service goals of a luxury resort

**Tutor** 9/2013 – 5/2013

*Boys & Girls Club* – Amherst, MA

- Supported teens' and middle school students' academic work at weekly sessions
- Provided assistance with school assignments and social/behavioral issues
- Assembled and wrote a grant to provide funding for a health-conscious cooking program

**English as a Second Language (ESL) Teacher** Summer 2012

*Los Geranios School* – Seville, Spain

- Provided secondary language education to a class of twelve Spanish students ages four to twelve
- Created a lesson plan for a summer school program involving grammar and vocabulary for both verbal and written English
- Engaged students with a vibrant and exciting learning environment

**Camp Director** Summer 2010, 2011

*Town of Sandwich Recreation Department* – Sandwich, MA

- Collaborated with town officials to establish a new summer camp program
- Lead the branding and marketing initiative, selling out the entire summer in a week
- Was one of a team of ten that ensured the safety of 100 campers ages five to fourteen