

Meagan MacLeod

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EDUCATION

University of Massachusetts Amherst: Amherst, MA
Bachelor of Arts; Communication Major with a concentration in Mass Media Studies/Journalism, Minor in Education
Vesalius College: Brussels, Belgium
Study Abroad Program

VOLUNTEER AND WORK EXPERIENCE

Child Care Professional: The Mangines, San Diego, CA **March 2014-Present**

- Duties included meal preparation, overall household maintenance, and cleanliness
- Was responsible for the well being of the children
- Facilitated a happy and loving environment for the children's learning and growth

Banquet Server: Culinary Concepts, San Diego, CA **November 2013- Present**

- Skillfully addressed guests service needs
- Maintained a high level of positivity and productivity while serving a large volume
- Bused and served up to five courses with wine pairings
- Communicated with kitchen staff as locations and menus changed with every event

Junior Sales Representative/Laborer: Big Rock Oysters Co., Harwich, MA **Summer 2013**

- Met with local companies and restaurants to promote sales and negotiate product prices
- Worked with management on company branding and marketing strategy
- Labor duties included: sorting and packaging oysters by hand on the farm
- Wholesale duties included: receiving local seafood, packaging it for resale, delivering and receiving product to distributors on Cape Cod and in Boston

Banquet Server: New Seabury Country Club, Mashpee, MA **May 2013-Oct. 2013**

- Worked with a team to help plan and set up special events with up to 300 guests
- Maintained a high level of product service for up to 20 guests at one time
- Placed emphasis on maintaining individualized service while seeing that each guest was attended to in a time sensitive manner

Tutor: Boys & Girls Club, Amherst, MA **Sept. 2012-May 2013**

- Taught the values of hard work and determination by emphasizing the importance of education
- Assisted students with homework and after school projects
- Worked together with management to write a grant to start a health conscious cooking program

English as a Second Language Teacher: Los Geranios School, Spain **Summer 2012**

- Created an English lesson plan for the two-month summer school program
This included: grammar, vocabulary, verbal, and written English
- Taught English to a classroom of 12 Spanish students ages 4 to 12 years of age

- Engaged students with a vibrant and fun learning environment

Camp Counselor: Recreation Department, Sandwich, MA

Summer 2010, 2011

- Collaborated with town officials and employees to establish a new summer camp program
- Worked with my team to brand and market the summer program
- Was 1 of a team of 10 camp counselors that ensured the safety of 100 campers ages 5-14 for 8-10 hours a day
- First Aid and CPR certification

SUMMARY OF QUALIFICATIONS

- A highly motivated worker with a diverse skill set
- Eager to contribute my knowledge in a challenging and rewarding work environment
- An effective multi-tasker who possesses excellent problem solving abilities as well as interpersonal skills
- Upbeat, positive and outgoing