

Meagan MacLeod

meaganmacleod11@gmail.com | www.meaganmacleod.com | (508) 367-0142

30-61 32nd St. Astoria, NY 11102

EDUCATION

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

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 4 to 12
- Created an English 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 5-14