

Meagan MacLeod

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11 Ploughed Neck Rd Ext. East Sandwich, MA 02537

EDUCATION

B.A., Communication 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

Administrative Assistant & Server Summer 2016
Hyannisport Golf Club – Hyannis, MA

- Developed a repertoire of fine dining and fine wine service
- Liaised with high profile members and guests in all aspects of service and membership including green fees, membership packages, reservations, and event planning

Banquet Server 11/2015 – 5/2016
Topnotch Events – New York, NY

- Gained expertise in how industry-specific events are catered
- Learned the intricacies of differing venues throughout New York City, including small private homes as well as stadium sized locations

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

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

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

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