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 distributers on Cape Cod and in Boston

**Banquet Server: New Seabury Country Club,** Mashpee, MA **May 2013-0ct. 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