

Maggie F. Landry

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EDUCATION:

Louisiana State University, Baton Rouge, LA
Bachelor of Science, Biology (Marine Concentration)

August 2018

EMPLOYMENT HISTORY:

California Department of Fish and Wildlife – Scientific Aid
San Francisco, CA

May 2019-July 2020

- Interview anglers at public launch ramps, piers, and jetties to determine recreational catch and effort data to manage important marine finfish.
- Assist the Ocean Salmon Project with the collection of coded wire tags from salmon heads.
- Summarize daily sampling efforts into weekly data reports.
- Educate the public on current fishery laws and regulations, and distribute outreach materials.

Closets by Design – Sales Designer
Reno, NV

November 2018-March 2019

- Consulted with clients in the field, took accurate measurements of their space, and offered suggestions to maximize the functionality of the space.
- Presented creative designs to clients that included pricing, accessory options, and potential upgrades.
- Fostered relationships with clients that led to additional business leads.
- Designed closet, office, garage, and pantry spaces using Cabinet Vision software.

Laser & Cataract Center – Data Entry/Front Desk Clerk
Reno, NV

February 2018-May 2018

- Implemented efficient check-in procedure for new clients by gathering information prior to their initial visit.
- Managed office transition from Solutions Reach to Kareo which involved transferring client data profiles.
- Organized appointments for incoming clients via online scheduling software.
- Served as point of contact for Pharmacists, other doctors' offices, and patients.
- Followed up with clients regarding billing and due payments.

Infragard/FBI- Account Operator
Baton Rouge, LA

October 2015 - December 2017

- Managed internal membership spreadsheet that involved vital/confidential account information of users nationwide.
- Transcribed confidential FBI agent interviews including timestamps to accompany official videos.
- Developed chapter organization method for thousands of members nationwide to streamline account status visibility.
- Managed logistics plan for delivering membership cards and brochures to all chapter cybersecurity workshops.
- Responsible for on-boarding new employees and trained them.
- Routinely updated Infragard's website with newer articles.

Louisiana State University Recreational Center - Lifeguard
Baton Rouge, LA

May 2014 - September 2015

REFERENCES:

Kassi Wilcox

Infragard, Manager
(504)-239-0700
kassi.wilcox@leo.gov

Chana Wilhite

Closets by Design – Reno, Owner
(775)-828-1900

Christina Garcia-Pruett

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