

# MARGUERITE PAGLIERANI

Dunstable, MA  
m.paglierani@outlook.com

## EDUCATION

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University of Massachusetts, Lowell  
Bachelor of Liberal Arts in English  
Concentration in Creative Writing

*Graduated Fall 2023*

## QUALIFICATIONS

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### Proficient Programs

Adobe Photoshop | Adobe Illustrator | Adobe InDesign | Microsoft Office | Quickbooks

### Skills

Graphic Design | Creative Writing | Photography | HTML

## EXPERIENCE

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KMP Bookkeeping | Dunstable, MA  
*Assistant*

*January 2022 - Present*

- Processing, creating, and renaming files in an orderly fashion
- Analyzing financial, personal, and confidential records

Burtons Bar and Grille | Nashua, New Hampshire  
*Hostess / Takeout*

*March 2020 - December 2021*

- Manage online food systems and create a welcoming and easy atmosphere
- Establishing and maintaining interpersonal relationships with customers and sustaining them over time
- Utilizing personal integrity and basic math skills to handle assets

Mariano's Ristorante | Pepperell, Massachusetts  
*Hostess*

*August 2018 - March 2020*

- Managing computer systems and ensuring takeout process is correct and expeditious
- Accepting criticism and dealing calmly and effectively with high stress situations