

# RESUME

## OBJECTIVE

To create a warm and welcoming environment for every customer and employee by being a positive and hard-working presence in the workspace.

## EDUCATION

Maine College of Art  
BFA: New Media  
2010 - 2014

GPA: 3.2

## PROFICIENCY

Microsoft Office Suite  
Adobe Photoshop and Illustrator  
Email Copywriting and Phone Communication

## EMPLOYMENT

### **BitBar Salem**

*May 2018 to Present*

Helped to promote business with street and social media marketing. Answered telephone, greeted and assisted customers.

### **Cassis Bakery**

*February 2017 to February 2018*

Answered telephone and assisted callers with orders and checking information for accuracy. Greeted and waited on customers, prepared drinks, maintained and stocked front of house in a fast-paced environment.

### **Organic Garden**

*February 2016 to November 2017*

Answered telephone, taking orders and secretarial messages for owner. Assisted in office support duties, including excel spreadsheet production. Greeted and waited on customers, maintained front of house in a high-volume restaurant.

### **Vermont Interactive Technologies**

*September 2014 to December 2015*

Operated live video broadcasting and maintained communications with broadcasters across Vermont. Greeted, introduced, and explained to customers to the VIT broadcasting format. Performed general secretarial and clerical functions.

**Eric Spackman**

*Head Manager of BitBar*  
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**Matt Cowe**

*Front of House Manager for Cassis Bakery*  
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**Robert Reid**

*Owner and Head of Organic Garden*  
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**Shannon Devereux**

*Regional Manager for Vermont Interactive Technologies*  
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**Adam deGrandis**

*Founder of Chickadee Games*  
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**Meagan Gibson**

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I have a collection of over two hundred golden age science fiction novels.

I frequently perform stand-up at The Indo in Beverly every Monday night.

I have volunteered every year at PortCon, Maine's biggest comic book convention, since 2010