

Maggie Lundy

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(323) 455-8280

EDUCATION

Beloit College, Beloit, WI August 2010 – May 2014
Bachelor of Arts in Art History
• Graduated *magna cum laude*

CERTIFICATIONS

Texas Food Handler Certificate (ServSafe, Cert. No. 3828248)

RECENT EXPERIENCE

Stultz Consultations & Appraisals, Hawthorne, CA January 2017 – July 2018
Appraisal Assistant
• Implemented daily office procedure, including printing, scanning, filing and mail duties
• Managed payroll using Intuit Small Business
• Completed legal and tax documents officiating the appraisal of fine art photography for donation and insurance purposes

FOOD SERVICE EXPERIENCE

Bon Appétit Management Company, Los Angeles, CA August 2016 – January 2017
Dishwasher/Utility
• Washed, rinsed, and sanitized dishes and cutlery using machine and by hand
• Performed general labor independently and as part of a team, including deep cleaning and restocking

Beloit College Food Service, Beloit, WI January 2012 – May 2012
Dishwasher/Utility
• Washed, rinsed, and sanitized dishes and cutlery using machine and by hand
• Performed general labor independently and as part of a team, including deep cleaning and restocking

CUSTOMER SERVICE EXPERIENCE

Wright Museum of Art, Beloit, WI August 2012 – May 2014
Museum Attendant
• Greeted and attended to guests' needs in person and over the phone
• Opened and closed museum in tandem with museum security
• Monitored premises closely to ensure safety of guests and museum property