

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