

LISA MACDONALD

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JOB OBJECTIVE

To secure a position in which I can advance with hard work and determination while strengthening my skills

PERSONAL QUALITIES

- Conscientious worker; A people person who is creative, independent and shows initiative
- Proficient in hands-on work and multi-tasking; willing to learn new skill sets
- Excellent time management skills and rapport with people; love working with children
- Skilled in communication techniques; able to resolve conflict efficiently

WORK EXPERIENCE

September 2013-Current

Applebee's (Thunder Bay)

Host

- Seat guests as they enter restaurant; the first face they see as they enter
- Make sure front entrance looks presentable to public
- Run food, bus tables, open/close the front of restaurant, responsible for making charts for servers

May-August 2011, 2012, 2013

Bo Bridges Gallery (Manhattan Beach, California)

Sales Associate

- Organized artwork and made gallery presentable to the public
- Managed purchases, shipping details, filed paperwork and trained new employees
- Worked closely with the photographer during shoots
- Worked with Photoshop

September-April 2011, 2012, 2013

Lakehead Running Club

Assistant Coach

- Coached elementary students for consecutive running seasons
- Prepared training workouts and other fun activities
- Organized trips to track meets (bus, hotel, volunteers, etc.)
- Helped supervise

September-April 2011, 2012, 2013

Lakehead Track and Cross-Country

Track and field camps

- Organized and prepared fun activities to get every elementary student engaged
- Provided lunch and other services for the participants
- Fully responsible for any and all participants

REFERENCES UPON REQUEST