

Maggie Moriarty

- Graduating May 2018
- Studying Communications & Graphic Design
- Visit my website & working design portfolio at <https://maggiemoriarty3.wixsite.com/gettoknowme>

28 Darwin Lane
Walpole, MA 02081
(617)-763-7510
maggiemoriarty3@gmail.com

EXPERIENCE

The National Hotel — Server, Function Server

May 2017-September 2017, Block Island, RI

- Experience with serving tables in busy, tourist area

The Photodog Art Gallery — Salesperson

May 2017-September 2017, Block Island, RI

- Experience selling local art and photography
- Curated store displays

Napper Tandy's of Walpole — Server, Function Server

January 2015-January 2017

- Experience serving tables in busy restaurant/bar
- Worked with customers to decide on menu, floor plans, budget for function. Served at function.

King, McNamara & Moriarty — Secretary

June 2013- August 2014, Norwood, MA

- Experience with administrative work
- Answering phones, filing, e-filing
- Greeting clients & alerting employees of client arrival

EDUCATION

Suffolk University, Boston — Communications Major (Public Relations concentration), Graphic Design minor

September 2014-Present

- Attended Suffolk University Madrid, January 2017-May 2017
- Graduating in May 2018

Walpole High School, Walpole, MA

Class of 2014

SKILLS

Proficient in the following software:

- Working knowledge: Adobe Photoshop, Illustrator, InDesign
- Microsoft Word, Powerpoint, Excel
- Advanced in Spanish

QUALITIES

- Extremely organized
- Creative
- Ability to solve problems quickly and smoothly.
- Approachable
- Observant

ACTIVITIES/INTERESTS

- Traveling
- Painting & Sculpting
- Photography
- Art Exhibits
- Concerts
- Yoga

NOTABLE COURSES at SUFFOLK & NESAD

- Foundation Drawing
- Design Lab
- Computer Typography
- Media Relations
- Graphic Design I&II
- PR I-IV
- Advertising & Journalism

