

MADDIE MCDONALD

Contact

(706) 286-4594
mmcdonald0508@gmail.com

Professional Experience

• Old Edwards Inn and Spa (2022, 2024)

Sales Intern

- Efficiently managed batch processing and scanning of files, ensuring streamlined administrative workflows.
- Developed and distributed detailed folders containing booking recaps, enhancing organizational efficiency
- Conducted comprehensive walk-through rehearsals for catering managers, ensuring seamless execution of events.
- Acquired proficiency in Adobe Express
- Utilized Delphi to create comprehensive banquet event order packets
- Created comprehensive training guides for new employees
- Provided valuable support for events hosted by Old Edwards, ensuring high-quality guest experiences and operational success.
- Produced engaging social media content to promote events and services, increasing online presence and audience engagement.
- Successfully redesigned all catering menus, enhancing visual appeal and optimizing menu offerings to meet client preferences.
- Conducted thorough event checks prior to commencement, ensuring all logistics and setups were flawless for seamless event execution.
- Shadowed Events
- Helped create posts for the social media team.

• Alpha Xi Delta (2023-present)

Membership Vice President

- Organized and oversaw the recruitment process, including setting dates, planning events, and coordinating with other officers.
- Spoke during chapter weekly meetings to keep members up to date with year-round recruitment
- Addressed and resolved any issues or conflicts related to recruitment and membership, ensuring a positive and supportive environment
- Helps coordinate the selection process, ensuring it is fair, consistent, and aligned with the sorority's values
- Managed and trained sorority members who are involved in recruitment roles, ensuring they understand their responsibilities and how to effectively engage with potential new members
- Worked with the recruitment team to facilitate engaging and welcoming experiences for potential new members
- Worked on strategies to attract new members and retain current ones, focusing on growth and engagement

• Cheeky Peach (Summer 2023)

Sales Associate

- Helped each customer to feel at home in the store and feel comfortable sharing their styling needs with me
- Styled each person for their individual needs
- Collaborated with team members to achieve store sales targets and goals.
- Participated in inventory management activities, including receiving, stocking, and inventory counts.

• Highland Hiker (Summer 2022)

Sales Associate

- Learned the benefits of each individual product to determine which best fit a customer's needs.
- Collaborated with team members to achieve store sales targets and goals.
- Participated in inventory management activities, including receiving, stocking, and inventory counts.
- Organized display tables and changed them once a week to feature new product in a visually appealing way

• Native America Gallery (Summer 2021)

Sales Associate

- Became proficient in gift wrapping.
- Assisted with social media to inform customers of sales and new product
- Participated in inventory management activities, including receiving, stocking, and inventory counts.
- Mastered inventory management protocols and procedures.

• Entourage Clothing (Summer 2020)

Store Social Media Specialist

- Photographed and modeled clothing inventory for store website and Instagram
- Worked with Instagram influencers around the country for the store's social media marketing component

Education

Athens Academy - Class of 2021

University of Georgia - Junior - GPA 3.35

- Public Relations Major

Skills

- Adobe Express
- Sales Force/Amadeus
- Microsoft Teams
- Time Management
- Team Management
- Sharepoint
- Social Media

Activities and Awards

- **Puppies and Pilates (2023 - Present)** Member of the athletic board and work with other members to have an event once a month where foster dogs come to campus while a pilates lesson is taught
- **International Language (Spanish) Honors Society (2020-2021)**
- **Visual Arts Medalist Honor (2020-2021)**
- **Volunteer for School's Annual Fashion Show Fundraiser (2018/2019/2020)**
Modeled in show and helped secure donated items for fundraising auction
- **Member of the PRSSA club at the University of Georgia**
- **Varsity Football Media Specialist (2018-2020)** Videoed football team from sidelines and used footage to create "hype" videos to be shown on the school's social media and on the Jumbotron during games
- **National Student Leadership Conference (2019)** Attended a week-long program at American University for broadcast journalism

References

Brian Crook - General Manager Old Edwards Inn

Office: (828) 787-2524

Cell: (828) 200-9122

Email: bcrook@oldedwardsinn.com

Melissa Delany - Sales Office Manager Old Edwards Inn

Office: (828) 787-2609

Cell: (828) 200-1179

Email: mdelaney@oldedwardsinn.com

