

# MADELINE MAGUIRE

## Contact

maddy.maguire@outlook.com  
(214) 601-3034

## Key Skills

Adobe Photoshop  
Adobe InDesign  
Adobe Illustrator  
Revit  
Rhinceros

## Education

**University of Arkansas**  
**[Fayetteville, AR]**

Student in Fay Jones School of  
Architecture + Design  
Bachelor of Interior Design  
Minor in Business  
Graduation Date: May 2022  
Member of Greek Life  
Member of ASID

## Awards

Academic Deans List: 2018-2020  
Non-Resident Tuition Award  
Scholarship: 2018-2020

## Experience

09/2019 –  
Current  
Theo's Fayetteville  
Fayetteville, AR

### [Hostess]

- Answered phone inquiries to schedule and confirm reservations, record takeout orders, and respond to service questions
- Supported serving staff, food runners and bussers to keep dining room presentable and ready for guests
- Worked during football season, so I am used to working a very busy shift

05/2020 -  
08/2020  
Stonebriar  
Country Club  
Frisco, TX

### [Lead Food Server and Bartender]

- Collected food, wine and appetizer orders from patrons and promoted upsell items
- Ordered and maintained inventory of bar products, including alcohol, soft drinks and supplies to drive high volume of sales
- Opened and closed the Pool three times a week, making sure everything is stocked and set up for the next day

06/2014 -  
08/2018  
Maguire's  
Restaurant  
Dallas, TX

### [Lead Hostess]

- Answered front of house phone to inform customers of wait times, take reservations and record to-go orders
- Scheduled reservations and notified servers and managers of large groups to prepare seating in advance
- Performed walked throughs during service to monitor guest satisfaction and advise serving and bussing staff of specific guest needs.