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| Maranda Cucchiara |
| Objective |
| Seeking a position where I can expand my knowledge and utilize my skills for company growth.  |
| Education |
| 09/07-01/2013 | Fitchburg State University | Fitchburg, MA |
| BAS in English: Professional Writing* Made Dean’s List
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| Achievements |
| * Self-published first novel, *Vivian, Falling*
* Marketing my novel via internet, word of mouth, etc.

(Writing profile available upon request. References available upon request.)Experience12/2013-Present IC Credit Union Fitchburg, MASales and Service Representative* Handle cash transactions
* Offer Products to members and non-members
* Research and answer all member questions/needs

06/2011-2012 Hess Mart Fitchburg, MAShift Manager* Inventory on tobacco products
* Stocking the cooler
* Register duties and housekeeping duties

07/2010-08/2011 Mobil on the Run Fitchburg, MAClerk* Stocked cooler
* Register duties and housekeeping duties
* Inventory on stock

07/2009-01/2011 Victory Productions Worcester, MAAdministrative Assistant* Data Entry, organizing incoming/outgoing mail, correcting wrong addresses
* Helping with organization for Christmas function
* Organizing email database, sending bulk emails
* Completed weekly written reports on changes made in database
* Edited all contacts’ profiles including notes, addresses, phone numbers, workplace, etc.

06/2006-07/2009 Dunkin’ Donuts Fitchburg, MAShift Leader* QC all food, drink, and maintain machinery
* Register duties, sandwich station, coffee maker
* Write daily reports on all QC for food and drink products
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