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| 34 Park Rd, Ashby, MA 01431•931-213-0248•maranda.writes@yahoo.com | | |
| 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 | | |
| 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.) Experience 12/2013-Present IC Credit Union Fitchburg, MA  Sales 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, MA  Shift Manager   * Inventory on tobacco products * Stocking the cooler * Register duties and housekeeping duties   07/2010-08/2011 Mobil on the Run Fitchburg, MA  Clerk   * Stocked cooler * Register duties and housekeeping duties * Inventory on stock   07/2009-01/2011 Victory Productions Worcester, MA  Administrative 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, MA  Shift 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 | | |