
LINDSEY MAGUIRE



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I (408) 605-7958

OBJECTIVE

I am seeking a position in sales with a successful company in which I can grow within a group and grow as a person.

SKILLS

Competent with Microsoft Word, Excel, PowerPoint, and OneNote. Focused, driven, and dedicated, I work well with others and commit myself fully to my responsibilities.

EXPERIENCE

CBIZ BENEFITS & INSURANCE SERVICES

June 2016

A temporary receptionist, I answered phone calls, sorted mail, forwarded important information, stocked supplies, and acted as a go-between for clients and employees.

Santa Clara University Osher Lifelong Learning Institute

July 2017 – present

Student employee for the Santa Clara University OLLi office. I help with the day to day activities as well as answering phones and emails, putting together class materials, and working with Word and Excel to create marketing materials and evaluations.

EDUCATION

HIGH SCHOOL DIPLOMA

Presentation High School

A 2016 graduate, I completed my high school academic career with a cumulative 3.8 GPA, graduating summa cum laude. My senior year, I was also awarded the Alison E. Smith Memorial scholarship in recognition of my scholarly success while dealing with Type I Diabetes.

BACHELOR'S DEGREE OF SCIENCE

Santa Clara University

Expected graduation in June of 2020 with a double major in Biology and Anthropology, as well as a minor in English.

VOLUNTEER EXPERIENCE OR LEADERSHIP

During my high school career, I was a page editor for the school newspaper, was involved in the Prom planning committee, was a homeroom representative for the annual food drive, and was a small group leader in various school-sponsored clubs.