

# Madeline M. Wagner

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: May 2016**

**Major: Actuarial Science**

GPA: 3.4, University Honors Program, Dean's List: Fall 2013

Selected Courses:

Legal Environment of Business

International Marketing

Calculus II

Intro to Risk Management

Human Resource Management

The Art of Acting

ACTIVITIES:

- Member, National Society of Colligate Scholars, Fall 2012 – Present
- Recipient, University Scholarship, Fall 2012- Present

EXPERIENCE: HIESEY'S DINER, Lebanon, PA

June 2013 – Present

**Waitress**

- Check with the customers to verify that they are enjoying their meal and to make sure that all their needs are met.
- Take the customer's order on an order slip then transfer it from the slip into the computer for transmission to the workers in the kitchen.
- Serve food and beverages to the patrons, and prepare then serve special dishes at tables or at the waitress station.

**Hostess**

- Greet the guest then seat them at a table or tell them the waiting time till next open table. Making sure that each server gets approximately equal number of tables.
- Process cash and credit interactions on a computer based system by scanning the patron's bill and using the median of pay to equalize the bill in the computer system.
- Assist in the clearing and cleaning of tables and also in taking care of the dining area making sure it is clean and presentable.

SKILLS:

- Microsoft Office, Excel, and PowerPoint