

MEAGHAN MUNGER

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BIOGRAPHY

Ready-to-learn university student looking to gain experience in my field. Eager to use the skills acquired through my degree to complete an editing and/or translation team.

EDUCATION

2021 – 2025 **Bachelor of Arts, English, Concordia University**

- Major in English Literature
- Minor in Professional Writing
- 3.6 GPA

2019 – 2021 **DEC, General Social Science, Champlain College Saint-Lambert**

- Social Sciences
- Principal's Honor Roll

WORK EXPERIENCE

MAY 2024 – present **Assistant Manager, Lucille's**

- Leading Team
- Making Schedules
- Collaborating with Management team to ensure quality control
- Responsible for establishment

MAY 2016 – JUNE 2024 **Assistant Manager & Server, Ben & Florentine**

- Ensure quality control
- Quick and efficient customer service
- Opening and closing establishment

PERSONALITY SKILLS

- **Leadership**, *comfortable leading a team and collaborating through leadership.*
- **Attention to detail**, *in both creative and technical sides of projects.*
- **Conflict management**, *e.g. between fellow colleagues, clients, etc.*

LANGUAGES

- **English**, *fluent in all areas*
- **French**, *fluent in all areas*