

Maggie Darden

EXPERIENCE

Beach Services - Beverage Cart Server

Surfside Beach, SC • 05/2016 - Current

- Summer job since 2016.
- Prepared and served cold beverages to guests.
- Worked in close collaboration with team members to ensure customers received high-quality service.
- Greeted guests with friendliness and professionalism.

USC Housing - Resident Assistant

Columbia, SC • 08/2022 - 05/2023

- Planned various activities and events for social, educational and recreational resident programs.
- Completed routine rounds and maintained a clean and well-organized environment.
- Welcomed new residents and assisted with community adjustment.
- Assisted with resolving student conflicts and disputes.
- Managed administrative tasks, maintenance requests, room change process and incident reports.

Horry County Parks and Recreation - Instructional League Coach

Myrtle Beach, SC • 02/2018 - 04/2023

- Mentored and encouraged youth to develop strong work ethic by being positive role model and regularly practicing skills.
- Created culture of good sportsmanship, cooperation and responsibility.

Litchfield Real Estate - Clerical Assistant

Litchfield, SC • 05/2022 - 08/2022

- Kept office records organized and supplies well-stocked.
- Answered office phone and emails to answer questions and document information.
- Directed clients and guests to correct departments and staff members.
- Created reports and other types of documentation, and reservations.

USC College of Education - Mailroom Assistant

Columbia, SC • 08/2020 - 05/2022

- Answered telephones, directed calls made classroom reservations and took messages.
- Placed incoming and outgoing letters and packages into containers based on destination and type, applying appropriate identifying tags on bins.
- Troubleshoot office equipment, computer hardware and software issues.

CONTACT

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843-503-0917

Murrells Inlet, SC 29576

SKILLS

- Clear Communication
- Customer Service
- Conflict Resolution
- Teamwork and Collaboration
- Computer Skills
- Team Leadership
- Effective Planning
- Resident Supervision
- Strong Organization Skills

EDUCATION

High School Diploma

SC Governor's School For The Arts
And Humanities

Greenville, SC • 05/2020

- National History Day Project
National Award Recipient
- Youth America Grand Prix Top 12
Recipient

Some College (No Degree): Dance
Education

University of South Carolina
Columbia, SC

- 3.871 GPA
- Fall 2020, Fall 2021, Fall 2022,
Spring 2023 - Dean's List
- Spring 2022 President's List
- NDEO (National Dance Education
Organization) Member,
2020-Current
- South Carolina Teaching Fellows
Member (Class Representative),
2020-Current