

# Macie Duran

(808) 463-9249  
MDURAN22@LION.LMU.EDU

## Objective

Dedicated worker bringing enthusiasm and excellent work ethic. Outgoing and organized worker with a strong attention to detail. I am a dedicated team player with experience in being a leader, as well. Seeking to obtain a position where my skills can be utilized, and I can be challenged to continue to improve.

## Skills

- Organized and detail-oriented
- Experience in being a leader as well as a teammate
- Ability to complete work under pressure
- Exceptional writing skills and math abilities

## Education

JULY 2013 – MAY 2017

**Kihei Charter High School**, Kihei, HI

JANUARY 2015 – MAY 2017

**University of Hawaii: Maui College**, Kahului, HI

AUGUST 2017 – PRESENT

**Loyola Marymount University**, Los Angeles, CA

- Bachelor of Science in Biology, expected 2021
- Minor in Environmental Studies

## Experience

MAY 2018-PRESENT

**Maui Brewing Company** – *Greeter & Retail/ Logo Attendant*

- Greet guests with a friendly and welcoming attitude
- Manage the floor and seat guests
- Sell merchandise and handle a drawer

NOVEMBER 2016-APRIL 2017

**South Maui Sports Chiropractic** - *Intern*

- Take notes for doctors during patients' appointments
- Organize and manage patient files
- Answer phones and schedule patients' appointments

FEBRUARY 2016-MAY 2017

**Manoli's Pizza Company** – *Head Hostess & Trainer*

- Greet guests with a friendly and welcoming attitude
- Manage the floor and seat guests
- Answer phones and take and manage takeout and delivery orders
- Train new hostesses

## References

- Amanda Alexander, *Advisor*  
(808) 268-7033
- Tony Ren, *Maui Brewing Co. General Manager*  
tony@mbckihei.com – (808) 633-1317