

MAGGIE HALL

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(912) 306-4272

EDUCATION

University of Georgia (*Athens, GA*) May 2020 (anticipated)
Major: Bachelor of Science in Health Promotion
Minor: Global Health

PROFESSIONAL EXPERIENCE

The University of Georgia School of Law (*Athens, GA*) August 2019 – Present
Position: *Administrative Assistant*

- Maintaining and organizing student and administrative school records
- Answering phone calls and interacting directly with students and professors
- Filing administrative paperwork and working on assignments for the Dean's Office

Compassionate Care Hospice (*Athens, GA*) August 2018 – December 2018
Position: *Student Intern*

- Organized patient files, charts, and records
- Provided emotional and family support to Hospice patients
- Provided palliative care services to patients

Savannah International Trade & Convention Center (*Savannah, GA*) June 2016 – June 2019
Position: *Operations/Set-Up*

- Directed facility set-up for professional business events and local business events
- Read floor plans and resumes to determine how and when to set rooms and common areas
- Managed, directed, and mentored temporary employees

CAMPUS INVOLVEMENT

Delta Zeta Sorority (*Athens, GA*) August 2015 – August 2017

- Sorority member of UGA chapter
- Conducted fundraisers to help raise money for the Starkey Hearing Foundation and the Painted Turtle Camp, which are organizations centered around supporting children with hearing impairments and chronic, life-threatening illnesses

SKILLS AND AWARDS

- WordPress
- UGA Dean's List
- Microsoft Office proficient
- Professional Writing in Public Health
- CPR/First Aid Certified
- Public speaking