

MADDIE FRANCES LEVINE

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EXPERIENCE

THE WALT DISNEY COMPANY

January 2018 – March 2020; October 2020 - present

Guest Services Assistant

January 2020 - March 2020, Disney's Grand Californian Hotel & Spa,
Disneyland Resort, Anaheim, CA (*Assignment ended early due to COVID-19 closures)

- Welcomed guests for their stay at the resort during a friendly interaction
- Addressed various guest concerns to their satisfaction
- Used online database system to log, organize, and protect guest information

Holiday Lead and Sales Associate

June 2018 - January 2020; October 2020 – present, The Disney Store, Wayne, NJ

- Led the day-to-day operations of store and the staff during peak retail season
- Hosted unique and magical promotional events while also engaging with guests in a personal, professional, and safe manner
- Sales floor guest services, cash handling, and insuring inventory control

Quick Service Food & Beverage Hostess

January 2018 - May 2018, Magic Kingdom, Walt Disney World, Orlando, FL

- Worked independently and remained organized in a fast-paced environment
- Provided guest satisfaction by providing prompt and knowledgeable service

GATEWAY TO THE ARTS

June 2018 – June 2019, Denville, NJ

Stage Manager and Lighting Designer

- Communicated the director's wishes to various designers
- Called lighting, sound, and music cues throughout multiple performances
- Took notes during rehearsals, managed production schedule, coordinated all communication between production team and performers

BLOOMINGDALE FREE PUBLIC LIBRARY

March 2017 – January 2018, Bloomingdale, NJ

Circulation and Children's Room Assistant

- Created, prepared for, and led children's story time and after school programs
- Managed the library's website and social media accounts
- Researched community events, managed databases, fact-checked publications

PEQUANNOCK TOWNSHIP PUBLIC LIBRARY

May 2014 – August 2016, Pequannock, NJ

Library Page

- Assisted in planning and implementing stages of children's programs
- Organized loan materials based on a strict cataloging system

EDUCATION

BACHELOR OF ARTS - PLAYWRITING & SCREENWRITING

Purchase College, State University of New York

Degree Awarded December 2019

SKILLS

- Final Draft, Celtx, and Writer's Duet
- Microsoft Word, Excel, PowerPoint, Publisher, Outlook
- Google Calendar, Docs, Sheets, Slides
- Photoshop, YouTube, Gmail
- EpiPen and CPR certified
- Works well with children & animals
- Excels under pressure
- Details, details, details!

SPECIAL

- Disney VoluntEARS "Good Morning America" Coat Drive – January 2019
- Senior Project Producer – SUNY Purchase College - Spring 2018
- Internship Symposium Competition – Fall 2019
- New Plays Now Festival – Selected Playwright – Fall 2019