

**Mary S. Balducci**  
**9400 La Tijera Blvd. Apt. 1123, Los Angeles, CA 90045**  
**(203) 300-4962**  
**marysbalducci@gmail.com**

### **Education**

Loyola Marymount University  
Spring 2016, Biology major, class of 2019

University of Delaware Honors Program  
Sept. 2015- Dec. 2015, Biology major

### **Experience**

LMU Extension  
Los Angeles, CA  
February 2016- present  
Office Assistant

- Work on a computer using a scanner to scan documents onto websites used by the school such NolijWeb, Xenegrade, and Box.com
- Assist with documentation of banking and payments made by students to the school
- Use phones to answer various questions about the program, as well as make calls to remind people of appointments and payments due

Benedict's Home and Garden Center  
Monroe, CT  
11th-12th grade  
Cashier

- Worked as a cashier, gave customers information on products, made sure store was stocked and clean
- Answered people's questions about the store and other various home and garden questions over the phone and in person

Trumbull Agri-Science Center Plant Sale  
9<sup>th</sup>-12<sup>th</sup> grade

- Sold a variety of flowers, trees, and decorative flower arrangements

## **Community Involvement**

Sursum Corda Service Organization (LMU)

2017-present

- Volunteer at various placements including, shelters, food pantries, and beach clean ups.
- Service on campus helping with masses, graduation and other school events.

Trumbull Agri-Science Center Dog Wash

9<sup>th</sup>-12<sup>th</sup> grade

- Groomed multiple dogs a day and helped manage cash register