

## ***DONNA P MAGUIRE***

### ***EDUCATION***

Master of Professional Studies - Hotel Administration,  
Cornell University - January, 1984  
Concentration - Food & Beverage Management

Bachelor of Arts - Chestnut Hill College - June, 1968  
Major - English Literature  
Minor - History

### ***INDUSTRY EXPERIENCE***

***DREXEL UNIVERSITY, HRM/CA PROGRAM, Philadelphia, PA – October, 1992 – May, 2003***

**Facility Manager** - Operation encompasses a Dining Room seating 75, a Conference Room for 70 and a Lounge seating 38. Responsible for all purchasing, receiving and issuing functions related to banquets, meetings and classes. Maintain dining and kitchen facilities associated with Hotel Management Program. Assume total responsibility for booking, planning and executing functions for academic, business and private clients. Significant interaction with faculty and students in the Culinary Arts Department. The Facility, has, on a regular basis, underwritten student operations which have failed to meet financial projections.

***DONNA PATRICIA MAGUIRE, CATERING, Philadelphia, PA - November, 1988 - Present***

**Self Employed** - Maintain a few clients ranging from private to corporate for whom consulting services are provided along with catering of small events. Owned and operated my own baking/catering business. This involved all facets of marketing, selling and product production. Clients were primarily retail for the baked goods. Catering and party planning was for both a corporate and private clientele.

***YORKTOWNE HOTEL, York, PA - June, 1987 - August, 1988***

**Food and Beverage Service Manager** - Responsible for front of house food service operations including two restaurants of 85 and 100 seats and banquet facilities consisting of seven meeting rooms and the Ballroom. Accountability included overseeing the Banquet and Restaurant staffs. Liquor, equipment and linen inventories as well as purchases were major duties. P and L charge necessitated institution of liquor controls as well as innovative schedule and payroll analysis. Involved in creative recruiting and training of staff for fluctuating business needs. Marketing of outlets as well as facility redesign were vital projects. Involvement as an advisor in pre-function meetings was extensive.

***HERSHEY LODGE AND CONVENTION CENTER, Hershey, PA - February, 1984 - June, 1987***

**Assistant Restaurant Manager** - Operation included two restaurants of 150 and 190 seats and two lounges of 150 and 280 seats each as well as approximately 130 employees. Managed all facets of front and back of house operations for four outlets. Responsibility included schedules for dining room and kitchen staff, payroll, inventory, and budgets. Also supervised interviewing, hiring, orientation, and training of employees in addition to preparation of training manuals and job standards. Maintained quality and service in all areas of production.

***FRANKLIN PLAZA HOTEL, Philadelphia, PA - Winter, 1980-81 & Summer, 1982 & 1983***

**Advance Prep Cook** - Prepared food for four outlets serving up to 1000 covers per day for breakfast, lunch and banquets. Summer, 1983

**Hot Line Cook** - Worked as broiler cook, saute cook and saucier for the signature French restaurant.  
Summer, 1982

**Cold Line Cook** - Prepared and maintained cold appetizers and entrees for two restaurants and Room Service.  
Winter, 1980-81

***FRATELLI'S, Philadelphia, PA - Summer, 1983***

**Garde Manger and Salad Line Cook** - Functioned as cold line cook in upscale a la carte dining facility. Prepared and maintained cold appetizers, salads and entrees. Received experience in preparation of Italian specialty items. Responsibilities included take out counter and cashiering functions.

***RAYMOND HALDEMAN, CATERER, Philadelphia, PA - March, 1981 - August, 1982***

**Assistant Chef** - Created and implemented purchasing control system. Tested and standardized recipes for quality and cost considerations. Scheduled employees and supervised pre-function production. Supervised entire kitchen operation during functions.

***FAIRMONT HOTEL, Philadelphia, PA - January, 1980 - June, 1980***

**Garde Manger and Salad Line Cook** - Performed basic, entry level pantry functions.

***COMMONWEALTH OF PENNSYLVANIA, Philadelphia, PA - December, 1968 - December, 1981***

**Casework Supervisor**, Department of Public Assistance – Supervised seven caseworkers who dealt directly with the clients. Maintained responsibility for continuing financial eligibility of up to 1200 clients. Implemented laws and developed policies and procedures for new projects. Acted as liaison for Family Court, Health Screening Programs and Computer Reconciliation of records.

***ACADEMIC EXPERIENCE***

***DREXEL UNIVERSITY, HRM/CA PROGRAM, Philadelphia, PA - April, 1994 – Present***

**Assistant Teaching Professor** - Teach Hotel Management courses as well as basic culinary classes as they relate to production. Have rewritten and organized existing Freshman level courses HRM 110 and HRM 120 as well as Sophomore level HRM 220. Developed and taught elective courses in Catering and Cost Controls and Human Resource Management designed for Upperclassmen. Accepted responsibility for advising Culinary Arts majors as well as Hospitality majors.

***CORNELL UNIVERSITY, Ithaca, NY - September, 1982 - January, 1984***

**Graduate Teaching Assistant** - Taught recitation classes and conducted class in Instructor Development (HA 419) for the Human Resource Development Department under Professor Donal A Dermody and Professor Stanley W Davis. Graduate Fellowship received, 1983.

***COURSES TAUGHT***

HA 419 - Instructor Development - Cornell University  
1983

HRM 110 - Introduction to Hospitality Management  
1994-1995-1996-1997-1998-1999-2000-2001-2002-2003-BCC2006-2013-2014-2015

HRM 120 - Introduction to Principles of Foodservice Managements

1994-1995-1996-1997-1998-1999-2006-BCC2006-2007-2008-2009-2010-2011-2012-2013-2014-2015

HRM 150 – Customer Service  
2012-2013

HRM 215 - Commercial Food Production  
1994-2002-2003-2010-2011

HRM 220 - Purchasing for the Hospitality Industry  
Winter, 1998-1999-2000-2001-2002-2003-2004-2005-2006-BCC2006-2007-2008-2009-2010-2011-2012-2013-2014-2015

HRM 340 - Catering Management  
Winter, 1997-2000-2001-2002-2003-2004-2005-2006-2007-2008-2009 – BCC 2009-2010-2011-2012-2013-2014-2015

HRM 350 - Cost Controls  
Spring, 2001-2002, Winter, 2003, Fall 2004-2005-2006-2007-2008-2009 –BCC 2009-2010-2011-2012-2013-2014-2015

HRM 399 - Independent Study - International Hospitality Seminar  
Fall, 1995

HRM 399 - Independent Study - Culinary Management Seminar  
Spring, 1996

HRM 399 - Independent Study - Human Resource Case Study Review  
Summer, 1996

HRM 399 – Independent Study – Purchasing  
Winter, 2013 – Spring 2014-Spring 2015

HRM 399 – Independent Study – Intro to Food Service  
Spring - 2014

HRM 415 – Fine Dining  
Winter, 2002

HRM 455 – Human Resources Management  
Spring, 2003-2004-2005-2007-2015

HRM 465 - Independent Study - Special Topics - Hotel/Restaurant Management  
Winter, 1994

HRM 465 – Commercial Food Production II – Philadelphia Flower Show  
1998-1999-2001-2002-2003

UNIV 101 - University Seminar  
1995-1996-1997-1998-2003-2004

### ***COURSES DEVELOPED***

HA 419 - Instructor Development - Cornell University  
totally developed without precedent

HRM 110 - Introduction to Hospitality Management  
restructured and rewritten without use of precedent

HRM 120 - Introduction to Principles of Foodservice Management  
restructured and rewritten without use of precedent

HRM 150 – Customer Service  
restructured and rewritten without use of precedent

HRM 220 - Purchasing for the Hospitality Industry  
restructured and rewritten without use of precedent

HRM 340 - Catering Management  
totally developed without precedent

HRM 350 – Cost Controls  
totally developed without precedent

HRM 455 – Human Resources Management  
restructured and rewritten without use of precedent

HRM 465 – Commercial Food Production II – Philadelphia Flower Show  
totally developed without precedent

### ***ADVISING***

1995-1996 - Advisor to Sophomore Class - approximately 25 students

1996-1997 - Advisor to Sophomore Class - approximately 25 students

1997-1998 - Advisor to Sophomore Class - approximately 40 students

1998-1999 - Advisor to Sophomore Class - approximately 30 students

1999-2000 - Advisor to Sophomore Class - approximately 30 students

2000-2001 - Advisor to Junior Class - approximately 30 students

2001-2002 - Advisor to Senior Class - approximately 30 students

2002-2003 - Advisor to Senior Class - approximately 30 students

2003-2004 – Advisor to Culinary Arts Student Population

2004-2005 – Advisor to Culinary Arts Student Population

2005-2006 – Advisor to HRM/CULA population

2006-2007– Advisor to HRM/CULA population

2007-2008 - Advisor to CULA population

### ***DEPARTMENTAL AND UNIVERSITY SERVICE***

1993-1994 - Member, Culinary Scholarship Committee

1995 - Member, Campus Foodservice Selection Committee

1995-1996 - Member, University Judicial Affairs Committee

1995-1996 - Chair, HRM Department Head Search Committee

1995-1996 - Marshall, University Graduation Ceremony

1996-1997 - Member, University Judicial Affairs Committee

1996-1997 - Chair, Industrial Design Department Head Search Committee

1996-1997 - Member, Culinary Arts Program Head Search Committee

1996-1997 - Member, CODA Planning Committee

1996-1997 - Marshall, University Graduation Ceremony

1997-1998 - Member, University Judicial Affairs Committee

1997-1998 - Chair, Chef/Assistant Facility Manager Search Committee

1997-1998 - Member, CODA Planning Committee

1997-1998 - Marshall, University Graduation Ceremony

1998-1999 - Member, University Judicial Affairs Committee

1998-1999 - Member, CODA Planning Committee

1998-1999 - Marshall, University Graduation Ceremony

1999-2000 - Member, University Judicial Affairs Committee

1999-2000 - Marshall, University Graduation Ceremony

1999-2000 - Chair, Chef/Assistant Facility Manager Search Committee

2000-2001 - Member, University Judicial Affairs Committee

2000-2001 - Marshall, University Graduation Ceremony

2001-2002 - Member, University Judicial Affairs Committee

2001-2002 - Marshall, University Graduation Ceremony

2002-2003 - Member, University Judicial Affairs Committee

2002-2003 - Marshall, University Graduation Ceremony

2003-2004 - Member, University Judicial Affairs Committee

2003-2004 - Marshall, University Graduation Ceremony

2004-2005 - Member, University Judicial Affairs Committee

2004 -2005 – Chair, HRM Program Manager Search Committee

2004 -2005 – Chair, HRM Faculty Search Committee

2004-2005 - Marshall, University Graduation Ceremony

2005-2006 - Member, University Judicial Affairs Committee

2005-2006 - Chair, HRM Faculty Search Committee

2005-2006 - Marshall, University Graduation Ceremony

2006-2007 - Member, University Judicial Affairs Committee

2006-2007 – Member, College Academic Affairs Committee

2006-2007 - Marshall, University Graduation Ceremony

2007-2008 - Member, HRM Faculty Search Committee

2007-2008 - Member, University Judicial Affairs Committee

2007-2008 – Member, College Academic Affairs Committee

2007-2008 - Reader, University Graduation Ceremony

2007-2008 – Member, Dining Services Advisory Committee

2008-2009 - Member, University Judicial Affairs Committee

2008-2009 – Member, Dining Services Advisory Committee

2009-2010 - Member, University Judicial Affairs Committee

2009--2010 – Member, Dining Services Advisory Committee

2010-2011 - Member, University Judicial Affairs Committee

2010--2011 – Member, Dining Services Advisory Committee

2011-2012 - Member, University Judicial Affairs Committee

2012-2013 - Member, University Judicial Affairs Committee

2013-2014 - Member, University Judicial Affairs Committee

2014-15- Member, University Judicial Affairs Committee

### ***PROFESSIONAL AFFILIATIONS***

CSH - Cornell Society of Hotelmen

CHRIE - Council on Hotel, Restaurant & Institutional Education

### ***AWARDS AND CERTIFICATIONS***

1983 - Graduate Fellowship - Cornell University

1987 – ServSafe Certification - National Restaurant Association

1995 - Food Safety Certification - City of Philadelphia

1997 - Barcode Certification

2008 - Food Safety Re-certification - City of Philadelphia

### ***PUBLICATIONS***

Heritage tourism and foods: Born in Pennsylvania, Bottone, E. and Maguire, D, 2011, International Conference on Culinary Arts & Sciences, UK, page 165

Table Matters, Winter 2011, Review, On the Line

Table Matters, Winter 1011, Review, Appetite for America

***REFERENCES AVAILABLE UPON REQUEST***