

MEGAN CLEARY
(717) 497-7554 (Cell)
meganclr22@gmail.com
4986 Westchester Drive
Harrisburg, PA 17112

OBJECTIVE

A career in which I can use my International Relations and Communications background

EDUCATION

Bachelor of Arts in International Relations, University of Delaware, Newark, DE May 2008
Concentration: International Political Economy
Minor: Spanish
Certificate: Business Fundamentals

GPA: 3.8/4.0 (*cum laude*)

Study Abroad: Panama City, Panama Winter Session 2008
Granada, Spain Spring Semester 2006

SKILLS

- Fluent in Spanish
- Knowledge of Microsoft Word, PowerPoint, and Excel
- Outstanding, organizational, interpersonal, research, and analytical skills
- Basic knowledge of Arabic

EXPERIENCE

Bilingual Loan Counselor, AES/PHEAA Jan. 2009-present

- Advise English and Spanish speaking customers on a wide range of issues regarding their student loan accounts
- Calculate alternate repayment plans and determine deferment/forbearance eligibility for borrowers having trouble making payments
- Research and resolve account issues

Public Relations Intern, Office of the Speaker of the House, Harrisburg, PA Sept.-Dec. 2008

- Planned itineraries for foreign delegations visiting the Capitol
- Escorted foreign delegations during their visits
- Planned special events
- Wrote press releases
- Wrote letters and statements on behalf of Speaker O'Brien

Study Abroad Ambassador, University of Delaware, Newark, DE 2006-2008

- Made presentations and planned activities to promote study abroad on campus

Tutor, Academic Enrichment Center, Newark DE 2007-2008

- Tutored students in Math, Spanish, and Economics

Trade Representative Intern, World Trade Center Delaware, Wilmington, DE Summer 2007

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- Researched foreign and domestic economic market information
- Researched trade opportunities for U.S. Corporations
- Performed general marketing and administrative tasks
- Wrote country profiles

Circulation Desk Assistant, Morris Library, Newark, DE 2007-2008

- Monitored the security gate
- Checked out books to patrons and sorted returned books

Volunteer Mentor, Latin American Community Center, Wilmington, DE Spring 2008

- Helped children with homework, organized games for them to play

ACTIVITIES/HONORS

Dean's List for Academic Excellence, University of Delaware, Newark, DE 2004-2008

City of Newark Community Service Award 2008

Sigma Iota Rho Honor Society, International Relations Honors Society, University of Delaware, Newark, DE 2007-present

Sigma Delta Pi Honor Society, National Spanish Honors Society, University of Delaware, Newark, DE 2007-present

Alpha Lambda Delta Honor Society, Service organization, University of Delaware, Newark, DE 2005-present

Phi Beta Kappa, Academic Honors Society, University of Delaware, Newark, DE 2008-Present