Megan Franco
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SUMMARY

Technical Languages: HTML, CSS, Javascript.
Frameworks and Databases: AngularJS, jQuery, Node.js, Express, MongoDB
Skills: Excellent written and analytical skills, highly organized, quick and eager learner.
Interpersonal Skills: Excellent teamwork, and oral communication skills, flexible and hardworking.

PROFESSIONAL WORK EXPERIENCE

<u>SYMTECH-CORPORATION, DEPARTMENT OF STATE- CA/OCS/CI</u>

Washington, D.C.

Child Abduction Case Assistant   **(May 17 2015- April 15 2016)**

- Collected and compiled data on child abduction cases in Mexico and Africa for the new congressional law— International Child Abduction Prevention and Return Act (ICAPRA) tracking system.
- Independently applied rules and regulations to entered set data into an Excel spreadsheet that will be sent to Congress. Also provided briefings to other Case Assistants on correct implementation of the law and what the standard operational procedures are.
- Reviewed incoming emails, letters, faxes and correspondence from courts and posts and forwarded them to the appropriate officer for response.
- Successfully completed all tasks within each deadline for the International Child Abduction Prevention and Return Act task spreadsheet by gathering detailed and lengthy information on over 60 cases and inputting all required information into a large excel spreadsheet.
- Effectively participated in working groups that established standard operational procedures for the newly implemented Congressional law H.R. 32. 12 aka ICAPRA, which helped to increase the efficiency of the department and clarify the departments new role in the law.

<u>CENTER FOR ARMS CONTROL AND NON-PROLIFERATION</u>

Washington, D.C.

Communications Intern   **(January 2015- May 2015)**

- Collected and compiled data on mailing rates from website database.
- Analyzed collected data using Microsoft Excel.
- Updated content on the organization's website and blog using HTML and format specific to website platform.
- Multi-tasked in a fast-paced environment, simultaneously maintained social media accounts and the organization's website.
- Produced content for newsletters.
- Organized current website content for transition to a new web platform.
- Added events to the company's online calendar, helped schedule appointments and meetings.
- Monitored e-mail accounts, checked voicemail, distributed messages to staff and management.
- Handled external callers in a professional manner.
- Created an extensive excel spreadsheet to analyze the open click rate of weekly development e-mails, produced charts in order to visualize optimal send times for e-mails.
- Successfully completed all assignments within deadlines necessary produce a bi-weekly newsletter on the organization's accomplishments.
- Mastered use of outdated web-platform to assist others.

INSTITUTE FOR NATIONAL STRATEGIC STUDIES, NATIONAL DEFENSE UNIVERSITY
Fort McNair, Washington, D.C.
Research Analyst **(July 2014 - December 2014)**
- Assisted in research process for publication of a book for the Chairman of the Joint Chiefs of Staff on the lessons learned from the post 9/11 era.
- Worked on a team to determine the necessary steps to accomplish the assignment, and the method in which to complete each step.
- Gathered materials required to complete the project.
- Analyzed data from primary and secondary sources.
- Established a comprehensive outline with key information.
- Worked directly with Deputy Director of Institute for National Strategic Studies to create a thorough research methodology.

Research Intern **(January 2014-June 2014)**
- Compiled research on Kurds in Syria using online research databases.
- Summarized relevant articles and publications.
- Proof-read and edited Research Fellow's submissions to the university, worked closely with Research Fellow in developing and editing chapter outlines.
- Produced executive summaries of notes taken at meetings and events to Research Fellow.
- Trained incoming interns in research methodology for our assignment.
- Worked as a team to complete our project.
- Created an annotated bibliography of crucial scholarly articles that addressed the issue of Kurds in Syria.
- Successfully trained new interns by demonstrating how to achieve desired outcomes and providing support throughout the research process.

DICKINSON COLLEGE MULTILINGUAL WRITING CENTER
Carlisle, PA
Arabic Language Tutor **(September 2012-May 2013)**

- Assessed writing assignments of Arabic students.
- Taught and used complex problem-solving skills as an approach to difficult grammar structures.
- Helped to reorganize and restructure sentences and paragraphs to strengthen Arabic writing assignments.
- Tutored students in Arabic.
- Raised grades of students whom I tutored and increased their confidence in reading, speaking, and writing Arabic.
- Developed interpersonal skills in order to tailor my lessons to the learning styles among my students.

NAVY HERITAGE COMMAND MUESUM, PHOTO ARCHIVES
Washington, D.C.
Photo Archives Intern **(May 2012-August 2012)**
- Worked independently to collect information for a reference document.
- Compiled photos and photo journals for the reference document with minimal supervision.
- Collaborated with other interns in office organization.
- Greeted and assisted visitors in finding photographs and documents.
- Successfully completed the reference document of all photos and photo journals of US Naval operations pertaining to the Middle East within the archives.

EDUCATION

DICKINSON COLLEGE – Carlisle, PA
B.A. Middle East Studies (May 2013)
Minor in Arabic
GPA: 3.5/4.0

V-SCHOOL BOOTCAMP – Provo, UT
(May 2016 – present)
A full-time, full-stack web development course, with 600 hours of instruction.