Eric Clary

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**Professional Objective**

To obtain a career as in business operations.

Profile of Qualifications

Bilingual (English/Spanish), widely traveled individual offering Bachelor’s Degree and experience/skills in:

 research  document editing  blog development

 data management  public/media relations  writing

 project support  event coordination  training/teaching

 outreach/networking  social media tool use  website building

Self-directed, resourceful, and adaptable; known for critical thinking, strategic analysis, customer service, and consensus building. Articulate and persistent; mindful of goals and priorities. Computer literate: Word, Excel, PowerPoint, Publisher. Authored two well-received pieces for *American Thinker*.

Experience Highlights

2012 to 2013 ARCH CAPE INN Arch Cape, OR

***Innkeeper***

Ran front-desk operations for 10-room bed and breakfast, answering phone calls and Internet inquiries, helping book events, and hosting wine socials. Supported functions and served as the “face” of the business.

2009 to 2010 SUMMIT EXECUTIVE GROUP / OMNI TRADING GROUP West Palm Beach

***Practicing Series 3 Broker***

Studied markets and built recommendations/plans for clients after evaluating their goals and assets.

2008 REP. MIKE PENCE (Indiana) Washington, D.C.

***Research Assistant / Writer***

Researched policies, drafted constituent materials, and maintained database comprising hundreds of pieces of incoming mail each day. Created correspondence outlining the congressman’s positions and his activities with the House Foreign Relations and Judiciary Committees.

2007 to 2008 THE MASY GROUP Alexandria, VA

***Intern***

Conducted research regarding national security, strategic intelligence, community patterns, risk manage-ment, and defense policy. Authored white papers, handouts, presentations, and bimonthly summaries.

2007 THE LAURA INGRAHAM SHOW Washington, D.C.

***Intern***

Reviewed media articles for use on syndicated radio show, revising an average of 50 pieces each day. Coordinated with publishing houses and other media to source work. Edited two biweekly interview questionnaires for Ms. Ingraham to use during on-air author interviews.

**Education**

**Bachelor of Arts: Political Science, PURDUE UNIVERSITY 2005**

* Curriculum focus: International Relations, Middle East, Arabic language
* One year of study/immersion in Madrid, Spain, Complutense.

Other Education/Experience: Attended Colegio Calasanz, an exclusive private school in Salamanca, Spain; was the only American resident. Taught Core Classes in Puerto Cortés 2006-2007.