

Meagan M. Moreland

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EDUCATION

THE GEORGE WASHINGTON UNIVERSITY, School of Business Washington, DC
Bachelor of Business Administration, Marketing May 2015

Coursework includes: Marketing Management, Consumer Behavior, Marketing Research,
Integrated Marketing Communications, Digital Marketing, and Salesmanship/Sales Management

UNIVERSITY OF WESTMINSTER London, UK
Direct Enrollment Study Abroad Participant January-May 2014

WORK EXPERIENCE

THE BRITISH EMBASSY Washington, DC
HR Benefits Intern January-May 2015

- Enrolled both locally engaged and UK based employees into their selected and/or designated healthcare plans, giving me great insight into the differences between healthcare in the US and the UK.
- Aided in the open enrollment process for locally engaged employees by creating presentations summarizing the different benefits offered, creating employee communications and answering any questions employees had to ensure complete understanding of the process.
- Managed the 401(k) contribution and match spreadsheet and the 401(k) census information spreadsheet by making the necessary employee deferral changes and assuring that all information documented was correct on the various 401(k) spreadsheets and on the necessary payroll spreadsheets.
- Led the recruitment process for the summer HR Benefits Intern by carefully sifting through the resumes of the applicants and, in turn, leading the in-person interviews with those deemed most qualified to conscientiously choose the individual with the greatest fit.
- Managed the benefits enquiries email to address any questions employees had in regards to matters such as pending claims, benefits enrollments, or questions about what is covered under a specific healthcare plan to ensure an accurate and timely response.

Equinox Sports Club Washington, DC
Receptionist September 2014-April 2015

- Upheld the company's world class standard for service by being the first point of contact and acting as a liaison between the prospects, sales personnel, and management at one of the finest sports and fitness clubs in the country.

SCRIPPS HEALTH San Diego, CA
Human Resources Intern June-August 2014

- Pitched a new vanpool program giving all employees the opportunity for a unique and less expensive commuting option. The Vice President of Human Resources approved the new benefit program to be implemented throughout the hospital system.
- Organized the launch of the vanpool program by planning informational events at all five hospitals, which included the generation of all employee communications, as well as creating and producing a promotional video showcasing the Executive Management's support for the program.
- Presented at the informational events, improving upon my presentation skills, and resulting in the immediate formation of two vanpools with great interest and potential for many more.
- Created the employee communications by developing advertisements for all the events Scripps offers their employees to initiate awareness and greater attendance.

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THE SPORTS CLUB/LA

Washington, DC

Receptionist

September-December 2013

- Emphasized the company's five-star service standard by being the first point of contact and acting as a liaison between the prospects, sales personnel, and management at one of the finest sports and fitness clubs in the DC area.

THE GREEN RECRUITMENT COMPANY

London, UK

Intern

June-July 2013

- Interviewed and spoke with qualified candidates interested in working for various international clientele of the oil and gas industry.
- Researched and recommended potential client companies that might be interested in recruitment services.
- Instructed new interns on how to conduct appropriate and professional phone calls with potential candidates to effectively communicate necessary information.

SKILLS/ACTIVITIES

Computers: MS Office

Team Member, NCAA Division 1 Women's Varsity Water Polo, GWU, Washington, DC, 2011-2013

Member, Student-Athlete Leadership Academy, GWU, Washington, DC, 2012-2013

Interests include: watersports, skiing, snowboarding, and hiking