

## **MARGARET D. MANN**

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### **EDUCATION:**

- The George Washington University, class of 2007, pursuing a B.A. in International Development and a B.S. in Economics: GPA 3.45
  - Currently completing coursework at INTEC University in Santo Domingo, Dominican Republic
  - Coursework completed at Universidad de Pontifica Catolica in Santiago de Chile. July 2005-December 2005
  - Coursework completed at Universidad de Diego Portales in Santiago de Chile. July 2005-December 2005
- Hathaway Brown School, Shaker Heights, Ohio, Class of 2003

### **WORK EXPERIENCE:**

- Intern for Representative Stephanie Tubbs Jones in Washington DC. January 2005- May 2005. Provided general office by answering phones, greeting guests, and maintaining files. Aided the Congresswomen by providing questions and research pertinent to committee hearings and attended them as well.
- Program associate intern at the World Affairs Council of Washington DC in Washington, DC. September 2004-December 2004. Conducted research, performed member outreach, performed media outreach, managed database, assisted in program planning and performed general administrative tasks.
- Front of the house associate at Donatos Pizza in Solon, OH. June 2004-august 2004. Answered phones, worked the cash register, seated and served patrons.
- Intern at Committee for Citizen Awareness in Washington DC. January 2004-May 2004. Maintained files, edited and drafted press releases, drafted media lists, conducted research, answered phones, and assisted in event planning.
- Administrative assistant to real estate agent in Cleveland Hts, OH. 2000-August 2004. Created filing system and maintained up-to-date computer and paper files for real estate transactions.

### **VOLUNTEER EXPERIENCE:**

- Assistant English teacher in La Pintana School in Santiago de Chile through the Ingles Abre Puertas program from the ministry of education. Co-conducted and Co-prepared classes for underprivileged high school freshman in Santiago.
- Tutor, through the George Washington International Affairs Society, for 12<sup>th</sup> grade US history class at Washington and Lee High School in Arlington, Virginia, October through December 2003.
- Tutor for the Salvation Army after-school program in Cleveland, Ohio, January through May 2003.

- Tutor for Buhrer elementary after-school program in Cleveland, Ohio, February through May 2003.
- Volunteers for Peace- historical archeological volunteer in the former Buchenwald concentration camp in Weimar, Germany, August 2001.

**FELLOWSHIPS:**

- Strnad Fellowship recipient to develop, lead, implement and plan a Model Congress for the Cleveland Public schools to increase awareness of the American political process. Held a one-day Model Congress for Cleveland Public school students in which Representative Stephanie Tubbs Jones was the keynote speaker. Also aided Hathaway Brown 8<sup>th</sup> graders in a debate project. September 2001 through May 2003. Fellowship was granted through the Hathaway Brown School and the Strnad Family.

**SKILLS:**

- Fluent Spanish Speaker
- Proficient in typing, filing, and Microsoft Word, Excel, Access and FrontPage
- Accomplished in photography and photographic developing

**AWARDS:**

- Outstanding Spanish Student, May 2003