

Meaghan M. Jones

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Education

M.A., Comparative and International Studies

ETH Zurich, Zurich, Switzerland

Graduated March '12

B.A., Latin American Studies

University of California, Berkeley, CA

Graduated May '08

Work Experience

Freelance Writer & Editor

ECOFACT, Zurich, Switzerland (remote)

Aug '12 – Present

- Write clear concise synopses of articles related to environmental risks for banks and other investors to be included in a quarterly magazine
- Review the final copy of the magazine as a content editor to ensure that the articles written by non-native English speakers are without errors and well written
- Support the sales team by giving presentations to large banks in Sao Paulo, Brazil about the company's products

Business English Teacher

Outliers and English for Business Institutes, Sao Paulo, Brazil
Bridge English, Santiago, Chile

May '14 – Sept 2015

Aug '12 – April '13

- Taught beginners through advanced learners English communicative skills – including speaking, writing, listening and reading
- Provided classes tailored for students working in a business environment who need work-specific vocabulary

English Department Events Coordinator

Weston Academy, Quilicura, Chile

April '13 – Feb '14

- Established an exchange program for the high school students which took place in March 2015
- Organized large events (with over 2,000 students and parents) such as English Song Fest and Competition, and Halloween parade, and smaller events (with groups of 50 students and teachers) such as the Spelling Bee, English Karaoke, and after school English workshops
- Recruited native English teachers and helped them adapt to working in the Chilean school environment
- Supported the English teachers with resolving their day to day problems working at the school and worked as a liaison between them and the school's owner and director

Logistics Intern

Body Watch, Zurich, Switzerland

Jan '11 – July '11

- Researched and Documented potential large printing companies throughout the Czech Republic and China
- Contacted potential suppliers individually to find one that could supply the company with its printing needs

Research Assistant

MACIS Department, ETHZ, Zurich, Switzerland

Jan' 10 – Dec '10

- Contributed to the Climate Change, hydro-conflicts and Human Security (CLICO) database: Retrieved and analysed articles from BBC that were of importance for the large-scale dataset for water conflict research

Undergraduate Research Apprenticeship **University of California Berkeley, CA, USA**

Jan '08 – May '08

- Researched and catalogued in a database documentary and feature length films that portray themes in technology
- Analyzed films and wrote reviews for the database

Skills

Experience with both Windows and Mac OS environments

Expert at MsOffice Suite Programs (Excel, Word, Outlook, Power Point)

Spanish – Upper Intermediate / Portuguese – Upper Intermediate/ German – Beginner