

Melinda Courtney Neal

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◊EDUCATION◊

Swarthmore College, Swarthmore, PA.....May 2011
Bachelor of Arts in Political Science with Minors in Peace and Conflict Studies and Asian Studies

McCallum High School, Austin, TX.....May 2007
GPA: 4.2188 Class Rank: 11th of 310

◊RELEVANT COURSEWORK◊

American Foreign Policy, American Congress, Moral Philosophy, Comparative Politics East Asia, Africa, Human Rights, Social Conflict, Latin American History, Japanese, Modern Political Theory, Taiko, Indroducción en la literatura latinoamericana, Spanish, International Politics, Religion and Culture, Comparative Politics, Japan and Globalization, Introduction to Peace and Conflict Studies, Contemporary Japanese Visual Culture, War, Sport, and Masculine Identity, Great Power Rivalry in the 21st Century, Politics of the Past, Directed Reading: Language Acquisition through Mass Media

◊RELEVANT EXPERIENCE◊

Law Office of Christina Aborlleile, Esq., Media, PA.....Spring 2011-present
Legal Assistant

-Formulated and composed paperwork for various immigration cases, answered phones for Spanish speaking clients

NICA Student Group in partnership with ASODECOMAT, Matagalpa, Nicaragua.....Spring 2010-present

Teacher

-Developed lesson plans for multiple grade levels in the rural communities outside of Matagalpa, Nicaragua

-Created lesson plans for the Executive Board of ASODECOMAT to learn English

-Produced and compiled a comprehensive packet on how to use a computer for first time computer users

Developer

-Brainstormed the creation of a youth artisan cooperative

-Formulated and negotiated a thorough plan for implementing the youth artisan cooperative

-Collaborated on the maintaining of finances for our student group and the budgeting for the cooperative

Village Education Project/Educaniños, Swarthmore, PA/Ecuador.....2008-present

Director of Education

-Authored 2009 English Curriculum

- Spearheaded the creation of orientation weeks and agendas for the summer program of training for teachers

-Created preparation packets to inform volunteer teachers about culture and climate specifics of the region

- Collected and compiled useful tips for teaching English and Math for future teachers (2009 summer program)

- Demystified the ends and outs for first time teachers by writing an introductory letter including travel logistics

Teacher

- Instructed students in Ecuador in the subject of English

- Facilitated reflection activities, lectured about grammar, and promoted communication skills in English

Chambers & Associates Attorneys at Law, Austin, TX.....Summer 2006, 2007, 2009, 2010

Secretary

-Organized case files and paper work, scheduled appointments, supervised walk-throughs, reviewed DWI videos, managed OCC driver's licenses, collected fees, retrieved missing paper work, systematized and stream-lined office functions

◊ACTIVITIES◊

Swarthmore Womyn of Color Collective, Swarthmore, PA.....2008-present

-Active member on campus

St. Vincent de Paul (Charity), Austin, TX.....every summer

-volunteer at the donation store. Sort and assemble various donations and facilitate sales transactions

Peaceweek, Swarthmore, PA..... 2007-2008

- publicized and promoted group events, brainstormed concepts for events

Swarthmore College Varsity Women's Swim Team Conference Team Member.....2007-2010

◊AWARDS & HONORS◊

Greater Philadelphia Latin American Studies Consortium Research Grant Recipient.....Summer 2010

Swarthmore Foundation Grant Recipient.....Summer 2010

Richard Rubin Mentor Scholar.....2009-present

Graduate of Tri-College Multicultural Summer Institute.....Summer 2007

◊TRAVEL◊

Nicaragua (Managua, Matagalpa, Leon, Granada), **Ecuador** (Quito, Otavalo, Cuenca, Esmeraldas) and **Galapagos Islands; Italy, France, Spain; Athens, Greece** Summer Olympics 2004 and **Spain** instead of a Quinceniara; Oaxaca and Vera Cruz, **Mexico**

◊SKILLS◊

Conversant in Spanish, knowledge basic of Japanese, Microsoft Office, DreamWeaver, ProLaw

