

Megan Elaine Gallaway
40 Brentwood Ave, Wheeling, WV 26003
(304) 280-7331 | megan.e.gallaway@gmail.com

EDUCATION

West Virginia University, Morgantown, WV

Aug 2009-Dec 2012

- B.A. in Communication Studies- Data Analysis Specialty
- B.A. in Spanish Language and Literature
- Cumulative GPA of 3.97 and Presidential Honors Scholar in the Honors Program
- Recipient of West Virginia PROMISE Scholarship, Mountaineer Scholarship, William E. Hoover Scholarship, and Hershel "Woody" Williams Scholarship

Menéndez Pelayo International University, Santander, Spain

July 2012

- Classes completed in Advanced Spanish Language and Culture

PROFESSIONAL EXPERIENCE

MedExpress Urgent Care Corporate Headquarters

Aug 2012- Present

Communications Intern

- Design, write, and distribute internal and external communications, website content, and print materials in compliance with branding standards. Assisted in the recruitment of the largest freshman class in WVU history.
- Implement strategic marketing and communications campaigns in support of company objectives and healthcare initiatives.
- Research, develop, and oversee the distribution of bi-weekly newsletters and compliance documents.

West Virginia University Student Communication Center

Jan 2011-Present

Student Counselor

- Initiate and maintain contact with over 300 prospective students each week via phone and written communications.
- Represent WVU as a peer-to-peer point of contact with students throughout the WVU application process.
- Provide information about WVU degree programs and student life with professionalism and accuracy to enhance the overall reputation of the university.

West Virginia University Student Government Association

Sep 2011-May 2012

Executive Director of Recruitment and Retention

- Coordinated SGA's Internship program, including the recruitment and evaluation of progress of over 30 interns. Resulted in continued involvement of 90% of current interns for 2012-2013 administration.
- Organized visitation days for over 60 prospective students geared towards SGA-related activities to increase interest in student government. Resulted in 50 new interns for the 2012-2013 administration.
- Developed and maintained SGA's profile on WVU's social media site for prospective students to increase the visibility of SGA.

WesBanco Bank

May-Aug 2010, 2011

Summer Teller

- Represented the bank professionally during interactions with clients.
- Entrusted with confidential personal information of bank clients.
- Accurately processed cash, check, and credit card transactions.

Old Republic National Title Insurance Company

Nov 2009-May 2010

Administrative Assistant

- Edited and revised title insurance policies and related documents for more than 100 individual and corporate clients across the state of WV.
- Built client relationships, including answering phones and daily interaction with walk-in business.
- Maintained client records and gained fluency in Microsoft Word, Excel, Access, and Power Point.