

Megan Mulvey

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EDUCATION

Clark University, Worcester, MA

Master of Arts, Community, Development and Planning

Bachelor of Arts, Community, Youth and Education Studies, Women and Gender Studies

GPA: 3.90, First Honors Dean's List, Phi Beta Kappa Society, Alice Higgins Award in Women's Studies

Expected: May 2026

May 2025

INTERNSHIP EXPERIENCE

Human Resources Internship, Boston Children's Hospital, Worcester, MA

June 2024 - August 2024

Talent Acquisition and Workforce Development

- Developed two email campaigns that were sent to the *BCH Talent Community*, increasing applicants for open positions
- Assisted with the *COACH Program*, ensuring students had a successful experience and *COACH* alumni were re-engaged for future BCH opportunities
- Spearheaded outreach efforts for BCH's *Military Fellowship Program* by drafting candidate communications, maintaining relationships with *Edge4Vets* and *Veteran's Collaborative*, and creating a process map
- Developed and presented a social media strategy, including a content calendar and platform analysis, to increase applicant engagement and influence the adoption of *JobPixel* & *CareerArc*

Workforce Equity, Diversity, and Inclusion

- Researched neurodivergence in workplaces, analyzed *Bank of America's* NITW initiative, and created a program overview to support BCH's implementation of a neurodiversity hiring and support program (in collaboration with *Neurodiversity in the Workplace*)
- Created an Employee Resource Guide on *Microsoft Forms* in order to understand what resources BCH employees utilize
- Researched self-identification campaigns and developed content for BCH's self-identification campaign to encourage employee participation

WORK EXPERIENCE

Office Assistant, Academic Advising Center, Clark University, Worcester, MA

July 2023 – May 2025

- Manage communications via email and phone, providing prompt assistance to students and faculty on academic inquiries
- Process and organize student data using Microsoft Excel to support system modernization efforts
- Collaborate with other Academic Advising employees to improve office operations and efficiency
- Record detailed notes during monthly staff meetings
- Create engaging social media content and promotional materials for Academic Advising

Sleepaway Camp Counselor, New England Music Camp, Sidney, ME

June 2022 - August 2022

- Supervised cabins of 37 campers (ages 15-16), 36 campers (ages 16-17), and 30 campers (ages 17-18), ensuring their safety and well-being
- Instructed swim lessons, canoe/kayaking, and swim-for-fun classes as a certified lifeguard for campers ages 11-18
- Planned, facilitated, and oversaw recreational and social programs to enhance the camp experience
- Recognized by supervisors for strong leadership and invited to return as a counselor for Summer 2023

Sleepaway Camp Counselor, Camp Med-O-Lark, Washington, ME

June 2021 - August 2021

- Oversaw cabins of eight campers (ages 11-12) and seven campers (ages 12-13)
- Instructed beads/jewelry, culinary arts, digital photography, and darkroom photography classes for campers ages 8-15
- Recognized by supervisors for strong leadership and invited to return as a counselor for Summer 2022

LEADERSHIP EXPERIENCE

Peer Learning Assistant, Clark University, Worcester, MA

January 2025 – May 2025

Topics in Feminist Theory

- Assist course faculty with instructional duties, providing academic support to students
- Facilitate the *Greenwich Village, 1913: Suffrage, Labor, and the New Woman* (Reacting the Past) role-playing game to enhance student engagement and learning
- Hold office hours and oversee classroom management to ensure a productive learning environment

Education in Film

August 2023 - December 2023

- Assisted course faculty with instructional duties, providing academic support to students
- Facilitated course discussions and oversaw classroom management to ensure a productive learning environment
- Held office hours, extra help sessions, and weekly film screenings

President, Choices, Clark University, Worcester, MA

September 2024 – April 2025

- Communicate with organizations or individuals who seek to collaborate with Choices
- Organize campus events that supplement and promote the services provided by Choices

- Supervise and support non-Executive Board educators, ensuring they successfully fulfill the responsibilities of their roles
- Lead training and conduct interviews for new and returning Choices educators
- Facilitate weekly Executive Board meetings and bi-weekly general membership meetings
- Coordinate social media account by posting updates, resharing content, and responding professionally to direct messages

Educator

September 2021 – April 2025

- Trained to provide accurate, up-to-date information about sexual, reproductive, and relationship health at Choices
- Volunteer at Choices by holding weekly office hours
- Distribute resources and provide education to promote safer sex, positive sexuality and healthy relationships

Mentor Coordinator, *All Kinds of Growth (AKOG)*, Clark University, Worcester, MA

January 2024 – April 2025

- Recruit mentors for AKOG and conduct yearly interview processes
- Track mentor participation and facilitate mentor bonding experiences each semester to build team cohesion
- Facilitate weekly Steering Committee meetings and record detailed notes
- Introduce and debrief each Saturday program with mentors
- Communicate with mentors and serve as Clark campus representative

Mentor

September 2021 – April 2025

- Serve as a mentor in a program for girls, trans-femme, nonbinary, and genderqueer folks ages 9-14
- Collaborate with fellow mentors to teach empowerment through activities and discussions with mentees
- Recruited new mentees, communicated with parents/guardians and maintained relationship with Worcester Quadrant's Office
- Tracked program information in spreadsheets as part of Marketing & Outreach team

Curriculum Team

December 2022 - January 2024

- Created and led Diversity, Equity, & Inclusion Trainings for mentors
- Collaborated with team members to design and facilitate curriculum for mentees and mentors
- Integrated mentee and mentor feedback into curriculum
- Prepared purchase orders for curriculum materials

SKILLS

Computer: MacOS, Microsoft Windows, Zoom, Skype, Facebook, Instagram, Pinterest, Youtube, Canva, Google Suite, and Microsoft Office 365

Languages: Spanish (basic)