

Megan M. Stefani
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Educational Experience

San Francisco State University, Master's in Public Administration (September 2006-Present)

Regis University, Master's Certificate in Project Management (July 2007)

San Francisco State University, Bachelor of Art's in International Relations (December 2005)

University Of Pavia, Italy, Study Abroad 2003/2004 school year

Studied International Relations at a prestigious Italian university. Courses were taught in Italian and included the following topics: International Cooperation, History of International Organizations and Italian Political Movements and Parties

Professional Experience

United States General Services Administration Public Buildings Service- (April 2008-Present)

Leasing Contracting Officer

GSA is tasked with the procurement of goods and services for other federal agencies. The Public Buildings Service owns and manages all of the federal buildings and procures and manages most of the federal government's leasing activities. In June of 2008, after satisfactorily completing the necessary requirements, I received my Contracting Officer's Warrant. This document grants me the authority to award contracts on behalf of the Government. It is an immense responsibility and one that I take great pride in.

Elk Grove Unified School District- (June 2002-August 2004)

Instructional Assistant

I worked mainly in severely handicapped classrooms with students ranging in age from 6 to 21 years. I also regularly worked one on one with individual students who have learning disabilities but are in a regular classroom environment. This job was both incredibly challenging and extremely rewarding. In order to do this job successfully I had to be patient, quick thinking, aware and focused.

Professional Skills:

Conversational in Italian. Expert in Power Point, Excel, Word. Extensive experience with public speaking and project management.

Internships/Volunteer Work

U.S. General Services Administration-Public Buildings Service- (January 2005-April 2008)

Realty Specialist Intern, Real Estate Division

During my internship I was responsible for a number of different projects related to the procurement and management of properties for the United States' governmental agencies. Strict attention to detail is crucial as is efficiency and courteousness in my approach to customers. This was a fast track training program and as such, I was responsible for developing

and following personal development plans every six months. I also had quarterly assessments which culminated in an in-depth case study on one of our types of procurement. I had to present this case study to PBS Region 9's Board of Directors, Leadership Council, and Real Estate Division upper management.

United States Department of State: American Embassy in Rome, Italy- (Summer 2005)

Intern-Political Section

I was selected to participate in a student internship through the United States' Department of State Bureau of European and Eurasian Affairs. My post was the American Embassy in Rome and I was assigned to the political affairs section of the embassy. My duties included drafting memos and cable correspondence to the department; preparing and delivering demarches to host country officials; attending and reporting on conferences and seminars, etc.

Special Olympics of Northern California- (October 2006-Present)

Assistant Coach

I have helped to coach the San Francisco softball teams for the past three seasons. Before that I assisted the SF bowling team. This involves attending weekly practices, planning and monitoring activities and events. It also involves traveling with the team for tournaments.

Comitato Per Gli Italiani All'Estero (Com.It.Es)- (June 2004-Present)

I was elected to Com.It.Es (Committee of Italians Abroad) June of 2004. I am one of four members elected who are of Italian American descent. I sit on two commissions, Communications and Athletic and Artistic Events and am the Vice President of the Youth Committee. This group is commissioned by the Italian ministry of foreign affairs and works with and reports to the Italian Consulate of San Francisco