

Conal Patrick Darcy

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Work Experience

- Office Assistant (Temporary)** 02/2009 – 04/2009
Maryland State Senate (Sen. Nancy King), Annapolis, MD
- Received and replied to constituent correspondence
 - Researched and wrote testimony for committee hearings
- Working Holiday** 04/2008 – 11/2008
Europe and the USA
- PSIA Certified Ski Instructor, Conference Aide** 12/2006 – 04/2008
Edelweiss Lodge and Resort, Garmisch, Germany
- Instructed private and group lessons of all ages; organized lesson plans and adjusted programs to suit individual ability and personality (Winter)
 - Coordinated conferences and events for military and diplomatic guests (Summer)
- Editorial Assistant** 05/2005 – 10/2006
***What's Up? Annapolis* magazine, Annapolis, MD**
- Independently prioritized and performed numerous editorial and administrative duties
 - Contributed articles to the monthly publication
 - Created and maintained local events database in Access
- Auction Copywriter (Temporary)** 11/2005 – 02/2006
Laptops Etc., Towson, MD
- Wrote copy and designed pages for eBay auctions of laptop parts
 - Handled customer enquiries and transactions via telephone and e-mail
- Freelance Writer** 10/2005 – 11/2005
Travmar Marketing Solutions, Providence, RI
- Wrote over 75 destination summaries for a B2B meeting planner database
- Language Lab Assistant** Winters 2002/2004
University of Maryland, College Park, MD
- Assisted professors with document management and technical problems
 - Cataloged and distributed foreign language media
- Intelligence Analysis Intern** Summer 2003
iJET Travel Intelligence, Annapolis, MD
- Researched foreign news sources for travel intelligence databases
- Quality Assurance Analyst & Technical Writer** Summers 1999-2002
Scyld Computing and AC Software, Annapolis, MD

Education

- The University of Maryland, College Park, MD**
B.A. Germanic Studies, 3.57/4.00 GPA 05/2005
Focus: Language, history, and literature of Germanic Peoples
- Studied two years abroad at universities in Tübingen and Schwäbisch Gmünd, Germany