

MEGAN ABNER

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Education and Achievement

Bachelor of Arts Degree;
Northeastern Illinois University Chicago, IL
Interdisciplinary Studies Major, English Literature Minor.

May 2011

Completed and documented in-school, preclinical observation hours in k-12. Passed: Illinois Basic Skills Test (2008), ICTS Content Area English Language Arts (2011), and ICTS Elementary-Middle Grades (2012). Awarded tuition scholarships for essay writing at Northeastern Illinois University and Loyola University John Felice Rome Center. (1998).

Leadership Experience

Learning Facilitator and After School Facilitator, for *Family Focus, Inc.*
at Lawndale Community Academy, a Chicago Public School

2011-2012

- Managed and lead students as they received online math and reading programs with Head Sprout and Achieve 3000 Literary.
- Monitored student progress and strategized how to support students in greater achievement.
- Provided a safe and calm classroom through effective classroom management approaches.
- Collaborated with Chicago Public School faculty and staff on reoccurring behavior issues.
- Taught with Junior Achievement materials to foster work-readiness and financial literacy skills through experiential learning.

Catechesis Teacher, 2nd Grade, *Saint Paul of the Cross Catholic Parish*

2010-2011

- Directed and organized the sacraments of Reconciliation and First Communion for the children of the catechesis program through lesson plans, project based learning, and homework assignments.
- Provided students with a sense of community as well as personal individual learning.
- Assisted rehearsal and event coordination of Christmas Pageant Program, retreats and Sacramental Masses.

Work History

Administrative Assistant to Vice President of Special Events/Special Events Coordinator *Lettuce Entertain You Enterprises, Corporate Offices*

1998-1999

- Compilation and preparation of sales reports and event proposals.
- Enjoyed a unique opportunity to combine creative talents with training in technical/professional writing to propose event ideas to prospective clients.
- Provided professional customer service to a wide range of clientele; personal party planners as well as corporate executives.
- Attended events to guarantee customer satisfaction by following through, hands-on from conception to completion

Assistant to Floor Brokers, *Susquehanna International Trading Group*

2001-2002

- Performing all front-office functions at trading desk; facilitating buying and selling between brokers, customers, and market makers.
- Input system parameters to generate quotes and assisted traders in maintaining an orderly market through careful and comprehensive communications.
- Matched tickets and maintained profit and loss positions.

Commodity Trading Floor Clerk, *Chicago Board of Trade*

1992-1998

- Independently contracted; worked on trading floor for brokers and traders to ensure orders were processed and reported in an accurate and timely manner through trade checking and out-trade resolution.
 - Acted as a critical liaison to firm customers by reporting to trading desks through concise and precise articulation of market activity via verbal and written contact as well as CBOT hand signal arbitration.
 - Formulated profit and sales for local traders/market makers and determined their market position.
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