

**PATRICIA MURRAY**

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**INTERESTS**

Research and analysis of market conditions in international areas.

**STRENGTHS**

Graduate work completed with emphasis on international business and transactions; specialization in trade and economics. Experience with research projects, including written analyses and oral briefings. Excellent oral and written communication skills. Self-starter, team-oriented player. Proficient in use of office technology products including spreadsheets, databases, word processing, presentation software, and the Internet.

**EDUCATION**

**M.A., International Commerce and Policy**, May 2000, George Mason University, Fairfax, VA

Coursework included: Trade, Finance, Economics, Multinational Business Studies, and Country Studies (Germany, South Africa, Western Europe)

**B.A., German; Minor in Political Science**, January 1992, San Francisco State University, San Francisco, CA

**EXPERIENCE****Research**

- Researched issues from congressional hearings; presented analysis to relevant committees.
- Tracked and interpreted congressional and governmental legislation (national and international) applicable to association issues; presented findings in form of briefing papers.
- Executed special projects and research assignments including, "A Case Study of Agricultural Policy between the U.S. and the European Union: Seafood Inspection and BST."
- Attended meetings for the association; presented research and market analyses on pertinent issues.
- Contacted government agencies, libraries, and congressional offices for verification of relevant information.

**Management**

- Assisted in financial management coordination, project management, and proposal development.
- Developed, organized, and managed two yearly committee meetings.
- Managed day-to-day operations of association and two sister associations.
- Planned, organized, and facilitated meetings; hired, trained, and supervised support staff.

**Writing/Editing/Public Relations**

- Independently edited and formatted a monthly newsletter with circulation of 2,000.
- Published articles for association's bimonthly publication with a circulation of 54,000.
- Facilitated press outreach for project director, composed press releases, and prepared press book.
- Prepared reports, visual aids, agenda books, and press kits for external and internal use.

**International**

- Lived in Germany and Switzerland for 14 years; fluent in German; traveled throughout Western Europe.
- Worked in Germany for two years for the Department of Army.

**WORK HISTORY**

**Senior Administrative Assistant**, World Wildlife Fund, Washington, D.C., 1996-present.

**Office Manager/Program Assistant**, American Veterinary Medical Association, Washington, D.C., 1994-1996.

**Support Staff**, U.S. Department of the Army, Bonn, Germany, 1992-1994.