

MEAGHAN MCMAHON

mcmahon1@babson.edu
130 Wilson St.
Brockton, MA 02301
(508) 208-2648

EDUCATION

Babson College

Babson Park, MA
2003 – 2007

Bachelor of Science in Business Management, cum laude

Concentration: Marketing

Cumulative GPA: 3.39; Concentration GPA: 3.4

Dean's List, Five Semesters

Presidential Scholar: One of 23 members from a class of 400 selected to receive a 4 year merit-based scholarship awarded for outstanding academic and co-curricular achievements

Honors Program: One of 39 selected members from a class of 400; participated in advanced level courses; completed an international internship and coursework

Northeastern University

Boston, MA
2009 – 2010

Certificate of Event and Meeting Management

Cumulative GPA: 4.0

Courses completed: Introduction to Meeting Management; Program Design; Budgeting & Financial Management; Contract Negotiation & Management; Site Selection; Onsite Conference Management

WORK EXPERIENCE

Forrester Research, Inc.

Cambridge, MA
July 2010 – Present

Events Associate

- Inclusive of the tasks listed under Events Coordinator, additional responsibilities include:
 - Individually plan, support and manage four events per calendar year
 - Negotiate contracts with offsite venues and restaurants for networking dinners

Events Coordinator

March 2008 – June 2010

- Support planning and logistics for Forrester Leadership Board Council Meetings
 - Approximately sixteen events per year, globally
 - Events ranging in attendee size (30-400 attendees)
- Manage registration and attendance tracking
- Act as project manager and liaison for Forrester Leadership Board staff on all event deadlines
- Create and maintain team intranet webpage for each event
- Maintain templates for Advisor-to-Client communication for events and other meeting documents
- Assist with selection of menus appropriate for each event and level of client within designated budget
- Research and plan offsite activity options, such as networking activities and dinners
- Arrange transportation needs for group activities
- Manage preparation of all on-site event materials and activities, including:
 - Inventory and the purchase of supplies
 - Printing and assembly of on-site packets
 - Client giveaways
 - Coordinating speaker thank-you gifts
- Manage event logistics with hotel staff onsite at events
- Aggregate feedback and communicate results to appropriate teams, VPs, and Managing Directors

Alliance Consulting Group

Boston, MA
November 2007 – March 2008

Marketing and Design Associate

- Planned and directed company social events
- Assisted office staff in creating, editing, and finalizing PowerPoint presentation files for clients

VOLUNTEER WORK

CLTP Undergraduate Coaching Volunteer

- Received training by recognized leaders in coaching, team building and leadership
- Able to recognize and evaluate the competencies of listening, oral communication, teamwork, decision making, leadership and ethics
- Mentor and coach Babson Undergraduate students in the above listed key competencies

COMPUTER SKILLS

Microsoft Office; Minitab; Proficiency in all Windows Operating Systems; Simmons Data Store