



Caitlin Ghegan

Writer, Advocate, Creative Professional



caitlin.ghegan@gmail.com



508-733-3207



Somerville, United States



caitlinghegan.com



linkedin.com/in/caitlinghegan

SKILLS

Creative Writing



Feature Writing



Editing & Proofreading



Social Media



Microsoft Office Suite



Adobe Creative Suite



LANGUAGES

English

Native or Bilingual Proficiency

French

Limited Working Proficiency

WORK EXPERIENCE

Data Curator (Contract)

Spotify

02/2018 - Present

Somerville, MA

Achievements/Tasks

- Support the data curation team in improving & maintaining the unified Spotify language models
- Analyze 35k+ text strings, mapping them to particular actions and outcomes within the app

Contact: Brendan Coon - bcoon@spotify.com

Associate Content Developer

Cengage

06/2017 - 02/2018

Boston, MA

Achievements/Tasks

- Recruited & managed subject matter experts for revision & creation of 7 texts & ancillaries.
- Submitted design elements, page proofs, & relevant production paperwork.
- Scheduled team meetings, product launches, & status updates.

Contact: Kevin O'Brien - kevinobrien@cengage.com

Product Assistant

Cengage

03/2016 - 06/2017

Boston, MA

Achievements/Tasks

- Assisted Product Managers in optimizing the performance of product development.
- Prepared documents for publication schedule reviews, strategy meetings, & product launches.
- Oversaw ancillary production & financial, design, & production routings for 21+ products.

Marketing Assistant

Pearson

09/2013 - 04/2015

Boston, MA

Achievements/Tasks

- Created & edited marketing copy for 20+ text & technology products.
- Updated & maintained travel & events budget sheets (> \$200,000).
- Created & maintained adoption lists, roll kits, presentation scripts, & other sales tools.

Contact: Michelle Cook

EDUCATION

Master of Fine Arts, Creative Writing - Fiction

University of Massachusetts, Boston

09/2017 - Present

GPA: 3.83

Bachelor of Arts, Writing

Ithaca College

08/2009 - 05/2013

GPA: 3.85