



Megan Carter

Vancouver, Washington

360.606.8336

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SKILLS SUMMARY

Team-Oriented, People-Driven, Organized, Communicative, Time-Management, Keen Eye for Detail, Motivated, Multi-Tasker, Adaptability, Enthusiasm, Personable and Relationship Builder/Nurturer, Innovative, Resourceful, Problem Solver, Self-Starter

TECHNICAL SUMMARY

Google Drive (Docs, Sheets, Slides), Microsoft Office (Word, Excel, Publisher, PowerPoint, Outlook), Basecamp, Trello, Slack, Wrike, Wordpress Development, Basic SEO, Facebook, Instagram, Twitter, DSLR, GoPro Photography/Videography, Adobe Lightroom

EXPERIENCE

Megan Carter, Vancouver, WA and Portland, OR (Remote) - Freelance Writer

JANUARY 2019 - PRESENT / Portfolio: <https://megancarter.journoportfolio.com/>

- Produce blogs and fulfill other content needs as directed for a variety of industries, including local nonprofits, fitness and health, luxury travel, real estate agencies, marketing agencies, other small businesses and more
- Develop e-newsletter content for email marketing drip campaigns and funnels
- Contribute to music journals, editorials and lifestyle publications, and host personal blog

Share, Inc., Vancouver, WA - Development Coordinator

AUGUST 2023 - DECEMBER 2023

- Manage all donation processing and receipting, prepare and send donation acknowledgement letters
- Partake in information tracking processes regarding acknowledgement, recognition, and on-going communications of past and current donors
- Support donor solicitation, stewardship activities and schedule donor meetings
- Work with the Director of Development and the Development Coordinator on the We Share Major Gift Program, which includes donor cultivation and stewardship, tracking benefits and assisting with coordination of member events, tours, annual meeting, etc.
- Create, maintain, and execute queries and reports that track fundraising

progress; work with the finance team to audit and reconcile dashboards and monthly donation reports

Megan Carter, Vancouver, WA - *Freelance Nanny*

SEPTEMBER 2019 - AUGUST 2023

- Experience working with four families with children ages 0 months - 7 years
- Planning age-appropriate activities to encourage and prepare them for developmental milestones
- Perform housekeeping tasks such as doing children's laundry, cooking healthful meals, and cleaning common/play areas in addition to providing transportation services to children's after school activities

Forward Edge International, Vancouver, WA - *SAHSAC and Events Communication Coordinator*

JUNE 2021 - JULY 2022

- Provide communications support for Sell a Home, Save a Child (SAHSAC) and events through the creation and implementation of mass communications and marketing strategies
- Prepare content for email marketing campaigns, blog posts and social media platforms including Instagram, Facebook, and LinkedIn
- Assist in annual event promotion and execution leading up to and during events

High Performance Institute, Portland, OR - *Community Manager*

SEPTEMBER 2018 - DECEMBER 2018

- Produce short and long-form static images and video assets for personal and professional development coach brand on Instagram, LinkedIn and Medium platforms
- Foster community and engage followers with weekly social media post and reward with exclusive giveaway
- Connect with other social media influencers
- Develop social media strategies for live events and presence on various platforms

Nike World Headquarters, Beaverton, OR - *Social Media Specialist*

JANUARY 2018 - SEPTEMBER 2018

- Scripted and delivered unique copy to consumers engaging with the Nike brand via Twitter
- Motivate consumers to meet and exceed fitness goals through various social media channels
- Developed and implemented engagement strategies aimed at fostering community and driving positive consumer sentiment

Lived Abroad - Sydney, Australia

FEBRUARY 2017 - AUGUST 2017

The Heathman Lodge, Vancouver, WA - *Front Desk Agent, Content Writer + Blog Contributor*

SEPTEMBER 2015 - FEBRUARY 2017

- Greet and thank guests in a sincere, friendly manner; check guests in upon arrival and check out prior to departure; posting charges to appropriate guest accounts; anticipating and addressing guests' needs, and resolving their problems and complaints
- Utilize hotel management software to organize guests, make notes pertaining to reservations, and communicating with team members
- Singlehandedly created website's blog and produced long-form feature pieces on a bi-monthly basis, including local hikes, top eateries and cultural spots
- Created employee spotlight web series accompanied by a short written description and published to Facebook, Instagram and Twitter, garnering attention from locals and visitors

EDUCATION

University of California, Santa Barbara - *Bachelor of Arts, English*

SEPTEMBER 2011 - JUNE 2015

NCAA Student-Athlete. Dean's List 2013-2015. English courses focused on global literary studies, postcolonial periods, cultural representation and critical theory. Conducted independent study senior year with a concentration in poetry. Marketing Director and Counselor for SB Fit Kidz.

VOLUNTEER EXPERIENCE

Share House, Vancouver, WA - *Hot Meals Program Kitchen Assistant*

FEBRUARY 2023 - PRESENT

Clark County Food Bank, Vancouver, WA - *Community Volunteer*

FEBRUARY 2021 - PRESENT

Faith RX'D, Vancouver, WA Chapter - *Volunteer + Marketing Specialist (CrossFit Fort Vancouver)*

DECEMBER 2020 - PRESENT

Crossroads Community Church, Vancouver, WA - *Volunteer: New Believers Team, Baptisms Assistant, Vacation Bible School Small Group Leader*

FEBRUARY 2019 - SEPTEMBER 2021

Literary Arts, Portland, OR - *Volunteer - College Essay Mentoring Program*

**References available upon request