

Megan Pick (Carter)

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360.606.8336

Vancouver, WA

IN A NUTSHELL... Team-Oriented, People-Driven, Growth-Minded, Organized, Communicative, Creative, Deadline-Aware, Keen Eye for Detail, Motivated, Adaptable, Enthusiastic, Personable and Relationship Builder/Nurturer, Innovative, Resourceful, Problem Solver, Self-Starter

EDUCATION

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

EXPERIENCE

Share, Inc., Vancouver, WA – *Development Coordinator* / AUG. 2023 – DEC. 2023

- Processed donations received, tracked insightful donor data, and prepared receipts to accompany mailings recognizing past and current/ongoing donors
- Supported the Special Events Manager and other internal stakeholders with various aspects of event preparation for biggest fundraiser of the year, including developing and printing materials for bidding purposes, managing and tracking ticket sales, preparing gift boxes for silent auction, communicating with high level donors about their event perks, coordinating seat arrangements/tables, and serving attendees at registration on day of event
- Served alongside Director of Volunteers and various community volunteer groups before fundraising events and during special projects, e.g. preparing holiday gift baskets, producing materials for event-related tasks, and contributing to general warehouse organization
- Created, maintained, and executed queries that tracked funds raised from all events and monthly or one-time donations; worked with the accounting team to audit and reconcile relevant dashboards and produced daily and historical reports to illustrate financial progress

RELEVANT SKILLS: Event Coordination, Donor Database (NEON), Donation Management/Tracking/Reporting, Fundraiser Processing, Donor Recognition, Microsoft Office

Megan Carter (Self-Employed, Remote) – *Freelance Content Writer* / JAN. 2019 – AUG. 2023

- Partnered with small businesses and local marketing agencies to produce blogs, develop e-newsletters, write website/landing page content, email marketing campaigns, and fulfill other content needs as directed
- Wrote in a variety of industries, including local and international nonprofits, fitness and health, childcare software, e-commerce, luxury travel, and real estate agencies

RELEVANT SKILLS: Long and Short-Form Blog and Website Content, Social Media, Managing Concurrent Projects and Deadlines with Multiple Clients

Forward Edge International, Vancouver, WA - *SAHSAC and Events Communication Coordinator* / JUN. 2021 – JUL. 2022

- Supported the Events Manager with various aspects of annual fundraising banquet preparation for Forward Edge International, including invite design and distribution to donors and community members, promotion of the event on social media platforms, registration/greeting of attendees on event day, plus tracking of monetary donations made in real-time during fundraising portion of the event
- Prepared various types of short and long-form content for main Forward Edge website, including email marketing campaigns, blog posts and social media platforms for SAHSAC detailing child sponsorship opportunities, community updates, and hopeful stories

RELEVANT SKILLS: Event Coordination and Support, Storytelling, Social Media, Content Development + Production, Website Design, Microsoft Office

GrowthDay, Portland, OR – Community Manager / SEPT. 2018 – DEC. 2018

- Produced short and long-form static images and video assets for personal and professional development coach brand on various social media platforms
- Fostered community and engaged followers during live events and supported event production efforts

RELEVANT SKILLS: Social Media, Metric Tracking, Community Management, Content Development, Live Event Support

Nike World Headquarters, Beaverton, OR - Social Media Specialist / JAN. 2018 – SEPT. 2018

- Scripted and delivered branded copy to consumers engaging with the Nike brand via Twitter, motivating them to meet and exceed fitness goals and resolve technical issues
- Developed and implemented engagement strategies aimed at fostering community and driving positive consumer sentiment

RELEVANT SKILLS: Social Media, Metric Tracking, Marketing Strategy, Technical Support, Customer Service

The Heathman Lodge, Vancouver, WA - Front Desk Agent + Content Writer / SEPT. 2015 – FEB. 2017

- Greeted and thanked guests in a sincere, friendly manner; checked guests in upon arrival and checked out prior to departure; posted charges to appropriate guest accounts; anticipated and addressed guests' needs and resolved any issues
- Utilized hotel management software to organize guests, made notes pertained to reservations, and communicated 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 culturally relevant spots

RELEVANT SKILLS: Customer Service, Billing, Problem Solving, Long and Short-Form Blog and Website Content

Writing Portfolio: megancarter.journoportfolio.com