

Megan Maclaine

Communications Coordinator & Writer

I'm an experienced writer with a strong eye for details and a proven aptitude for creative problem-solving.



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WORK EXPERIENCE

Communications Coordinator & Writer Inter-Varsity Christian Fellowship of Canada

02/2019 – Present Toronto, Canada

A youth and student organization operating nine summer camps and over 60 campus groups across Canada.

Achievements/Tasks

- Managed and updated national task management tool
- Designed, led and managed compact projects
- Wrote and edited copy for newsletters, blogs and social media posts
- Developed and led national social media expressions on Instagram and Facebook

Contact: Nathan Thompson – (905) 973-7693

Communications Writer Inter-Varsity Christian Fellowship of Canada

02/2017 – 02/2019 Toronto, Canada

Achievements/Tasks

- Wrote all content for updated webpages
- Collected and wrote 12 stories for 2017 annual report
- Completed monthly blog posts and staff features
- Developed and implemented national social media strategy and voice

Contact: Rebekah Rotert – (647) 960-9658

EDUCATION

Honours Bachelor of Arts, English University of Toronto

09/2012 – 08/2016 Toronto, Canada

Courses

- Effective Writing
- Editing
- Intro to Creative Writing
- Reading for Writers
- History of Reading
- American Literature

Graduate Diploma, Creative Writing Humber College

09/2016 – 04/2017 Correspondence

Continuing Education, Project Management University of California, Irvine/Coursera

03/2018 – 10/2018 Online

Courses

- Initiating and Planning Projects
- Budgeting and Scheduling Projects
- Managing Project Risks and Changes

SKILLS

writing copy editing proofreading Instagram

Facebook task management organization

communication interpersonal relationships

conflict resolution Wordpress time management

Trello

PERSONAL PROJECTS

MARKcamp webpage design & implementation (03/2019 – Present)

- Conceptualized and designed webpage layout
- Wrote webpage copy
- Managed webpage construction by in-house Web Developer

Task Management: Trello (03/2018 – Present)

- Reformatted task management platform for more efficient use
- Organized project, checklists and due dates
- Maintained and updated task lists and deadlines

Grow a Following: Social Media (07/2017 – Present)

- Grew Instagram following from 12 to 1,000 by December 2018
- Grew Facebook following from 1,800 to 2,400 by December 2018

LANGUAGES

English ● ● ● ● ●

Spanish ● ● ○ ○ ○

INTERESTS

novel writing voice health psychology

animal behavior houseplants languages

blogging