

# Megan Marie Sullivan

• 123 555 5555 • @thelettermegan

## Profile

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I am a highly creative strategist, currently seeking opportunities in marketing and editing. My knowledge of social media, web marketing, writing and entrepreneurial self-management would be an asset to any organization that is looking to grow its presence as a thought leader.

## Education

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### Northwestern University MA in Creative Writing,

2011 (expected)

- TriQuarterly Literary Journal Editorial Board
- Workshops with Sheila Donahue, Peggy Shinner, and Aleksander Hemon

### University of Denver, Denver, CO BA in Music, minor in Business Administration

2005

- Merit Scholarship
- Course work included French, business writing, copy editing, advertising and marketing

## Skills

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### Computer Programs

Microsoft Word, Excel, Outlook, Powerpoint, Salesforce, WordPress, Google Tools

## Employment History

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### Brill Street + Company, Chicago, IL Social Media Coordinator

2010-Present

- Manage all aspects of online presence, including facebook, twitter and linkedin
- Create job listings for website, market listing through social media
- Create and send a monthly newsletter
- Create strategy for social media growth
- create and manage a blog that will provide engaging content and solve an user interaction obstacles

### Marcel Media, Chicago, IL

2008 - 2010

### Account Representative January-June 2010

- Relationship Management through email, phone, and in person
- Secured new accounts through prospecting, pitching and closing
- Created marketing recommendations and presentations for current and potential clients

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- Created and maintained reports of current client billing

## Sales Coordinator

2008 – 2009

- Wrote adword copy, keyword lists, internal guidelines and marketing materials
- Worked with SEO team to create appropriate and creative campaigns
- Assisted CEO and lead account representative in sales presentations, proposals and contracts

## Encyclopædia Britannica, Chicago, IL

2006-2008

### Marketing and Sales Coordinator

- Developed new products from existing resources, including audio book CDs, downloadable audiobooks, and Britannica Classics DVDs
- Proofread and edited copy and artwork for software, audio books and DVDs
- Executed direct mail campaigns
- Reported progress to the Executive Director based on sales reports from publishing partners

## Publications

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**Six tips to shorten a job search, New Grad Life**

**2010**

**Office Cubicle Power Problems, eHow.com**

**2010**