



EXPERIENCE

CVR Associates, Inc.

Marketing Communications Coordinator

Chicago, IL

Sept. 2013 – Present

Working on the Chicago Housing Authority (CHA) Housing Choice Voucher (HCV) Program Contract

- Develop and enforce production calendar for quarterly HCV Program newsletters; Produce visual and written content.
- Create and execute communications plan for Owner-Tenant Workshop Series; Implement HCV marketing campaigns.
- Produce, upload, and manage web content and resources on client-facing Owner Portal system and mobile app version.
- Design CHA marketing communication pieces for HCV Program departments and audiences for print and web use.
- Plan and coordinate HCV Program and CVR events, i.e. workshops, council meetings, company parties, staff meetings, etc.

DePaul University

New Media Studies Graduate Assistant

Chicago, IL

Sept. 2012 – June 2013

- Transfer and manage content on new program website; Research and compile biweekly job lists for students.
- Assist students with new media-related assignments and projects; Act as liaison between students and Program Director.
- Plan and coordinate department events (i.e. brainstorm details, pre-event set-up, and photography).

L2T Media

Market Copywriter

Evanston, IL

Jan. 2010 – May 2013

- Research, compose, and publish multiple forms of SEO content for the automotive industry.
- Produce and submit 500+ press releases, 400+ blogs, and 100+ web pages for clients by established deadlines.
- Maintain reputations of up to 20 clients and follow SEO guidelines; Use multiple content management systems.

MediaTracks Communications

Marketing & Operations Coordinator

Des Plaines, IL

Sept. 2011 – Jan. 2013

Sales & Marketing Intern

July 2011 – Aug. 2011

- Produce and manage content on company’s social media pages using the HootSuite digital dashboard.
- Design and distribute various email campaigns using the mass communications service MailChimp.
- Analyze and report syndicated radio programming; Maintain database of 400+ affiliates.
- Conduct market research for various projects; Train and manage seasonal interns and projects.

The Legal Balance

Web Development/Communications Intern

Chicago, IL

June 2012 – Aug. 2012

- Develop and streamline web pages on new company website for relaunch; Edit company logo for various media platforms.
- Create layout and place content for monthly e-newsletter; Design advertisements for third-party advertisers.
- Produce and manage content on company’s social media pages; Proofread and edit marketing collateral.
- Assume role of project manager; Manage 30+ projects over 10-week internship and train incoming interns.

ARS Business Solutions, LLC

Marketing Assistant

Sauk Rapids, MN

Aug. 2010 – Aug. 2011

- Produce and manage content for company’s first blog on the WordPress content management system.
- Create and distribute email campaigns and internal communication pieces; Proofread and edit website content.
- Develop and manage content on company’s social media pages using the HootSuite digital dashboard.

SKILLS

Content Management Tools:

- WordPress (.org and .com)
- Blogger
- Drupal
- Dealer.com

Adobe Creative Suite:

- InDesign
- Illustrator
- Photoshop
- Dreamweaver
- Flash

Microsoft Office Suite:

- Word
- Excel
- Outlook
- PowerPoint
- Publisher
- Picture Manager

Coding Languages:

- HTML/HTML5/XHTML
- CSS/CSS3
- JavaScript/jQuery
- Actionscript

EDUCATION

DePaul University

Chicago, IL

Master of Arts

June 2013

Major: New Media Studies

Graduated with Distinction

GPA: 3.93/4.0

Northern Illinois University

DeKalb, IL

Bachelor of Arts

Dec. 2009

Major: English Language & Literature

Minor: Psychology

GPA: 3.36/4.0

CONNECT



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