

Megan Martin

writer | designer | communicator

Contact Me

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Professional Summary

I am an ambitious communicator with an enthusiasm for putting my mind to the test and creating new and interesting projects.

Work Experience

General Merchandise Support Manager

Wal-Mart

Houghton, MI | June 2015 - Present

- Coordination of a large group of associates [15 - 20]
- Creating, communicating, and overseeing associate tasks
- Assisting in associate hiring, disciplinary actions, and termination

Consumables Department Manager

Wal-Mart

Houghton, MI | July 2014 - June 2015

- Coordination of a small group of associates [3 - 5]
- Merchandise management
- Task prioritization
- Development of problem solving skills
- Working with a deadline

Sales Associate, Cashier, and Customer Service

Wal-Mart

Houghton, MI | May 2010 - July 2014

- Working in a team
- Interacting with customers
- Handling unexpected situations
- Following company policies and procedures

Receptionist

Office of Dr. Paul A. Leep, M.D.

Houghton, MI | May 2009 - August 2009

- Coordination of office organization
- Pulling and reshelving charts
- Answering phone calls and directing patient concerns

Education

Bachelor of Science

Scientific and Technical Communication

Michigan Technological University

Houghton, MI

- Concentration in Marketing
- Minor in Journalism
- Media Certificate

Technical Skills

Adobe Creative Suite

Illustrator	■ ■ ■ ■ ■
inDesign	■ ■ ■ ■ □
Photoshop	■ ■ ■ □ □
Dreamweaver	■ ■ ■ □ □

Microsoft Office

Word	■ ■ ■ ■ ■
Excel	■ ■ ■ ■ ■
PowerPoint	■ ■ ■ ■ ■

Social Media

Facebook	■ ■ ■ ■ ■
Tumblr	■ ■ ■ ■ ■
Twitter	■ ■ ■ □ □

Other Skills

Final Cut Pro	■ ■ ■ □ □
Organization	■ ■ ■ ■ ■
Customer Service	■ ■ ■ ■ ■
Public Speaking	■ ■ ■ ■ □

Volunteer Work

Copper Country

Humane Society

September 2008 - Present

Medical Records

Portage Health

September 2009 - May 2012

Affiliations

Phi Delta Chi

Local Women's Fraternity

Member 2010 - 2014

Alumna 2014 - Present

Portfolio

meganacole.weebly.com