‍‍Megan Heenan

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Experienced researcher, analyst, writer, and graphic designer proficient in editing, website maintenance, coding, project management, customer service, and marketing.

**Education**

**BACHELOR OF SCIENCE IN ENVIRONMENTAL & RESOURCE SCIENCE | NEVADA STATE COLLEGE |** 06/2017 – 12/2021

**MINOR IN PROFESSIONAL WRITING | NEVADA STATE COLLEGE |** 06/2017 – 12/2021

**Work Experience**

**GRANT WRITING & TECH INTERN | SEASIDE SUSTAINABILITY |** 11/2021 - PRESENT

-Provide IT assistance to other teams and departments

-Aid in building sustainability calculator

-Complete weekly market research assignments

-Help maintain organization’s website

-Draft grant proposals

-Research and discover new funding sources

**WRITER & EDITOR | STUDY BREAKS MAGAZINE |** 09/2021 - PRESENT

-Write weekly assigned articles

-Create additional pitch ideas for topic library

-Provide edits for team of writers

-Hold advice workshops providing feedback to student writers

**DATABASE‌ ‌ENTRY SPECIALIST‌ ‌|‌ ‌EDUCATED‌ ‌CHOICES‌ ‌PROGRAM‌ ‌|**‌ ‌‌08/2021‌ ‌-‌ ‌PRESENT‌ ‌

-Help‌ ‌create new databases‌

-Collect,‌ ‌format, verify and input data on requested‌ ‌information‌ ‌

-Develop methods ‌for‌ ‌more‌ ‌efficient‌ ‌data‌ ‌extraction‌ ‌ ‌

-Format and manage large datasets using a variety of formulas and functions

-Cleanup and restructure spreadsheets

**CONTENT WRITER & MEDIA ASSISTANT | DIAMOND LLC |** 04/2021 – 07/2021

-Worked closely with the CEO on all developmental aspects

-Coordinated CEO’s schedule, managed all incoming calls and email correspondence

-Conducted research regarding trademarks, copyright laws, and project site suitability

-Drafted new hire contracts, policy agreements, company guidelines, reports, and templates

-Created content for the company’s website, Discord channel, LinkedIn page, job

briefs and mission statement

-Performed clerical tasks, ran errands, created, and maintained filing system

**DATA ANALYST AND MARKETING INTERN | EQUINE WELFARE DATA COLLECTIVE |** 09/2020 – 04/2021

-Assisted with recruitment, research, and resource database management

-Helped to develop safety net programs

-Created promotional materials and infographics

-Managed social media accounts and promotional emails

-Worked with management to develop educational outreach

**LAB ASSISTANT | DESERT RESEARCH INSTITUTE |** 10/2019 – 03/2020

-Prepped samples for analysis

-Performed set up and clean up for tests

-Documented and analyzed results

-Ran trials and assisted in developing new test models

**GEO AMBASSADOR | NEVADA STATE COLLEGE |** 12/2018 – 09/2020

-Gave presentations encompassing geoscience-related coursework and career paths

-Provided guidance to current and prospective future students

-Designed and created marketing and social media aspects for the program

-Field and tour guide for outdoor expeditions

-Wrote content, created graphics, and overall maintained website

-Served as a source of information during community events

**PROMOTIONS AND COPY-EDITING INTERN| WHALER'S CREATION |**06/2018 - 10/2018

-Oversaw social media accounts

-Drafted and distributed press releases to local radio and news stations

-Integrated the use of third-party event hosting sites such as Eventbrite

-Created event flyers and promotional ads

-Reviewed and edited prospective magazine entries

**SERVICE COORDINATOR | FINDLAY VOLKSWAGEN |**03/2008 - 03/2014

-Drafted and dispatched internal repair orders

-Assisted with customer inquiries and other customer service-related tasks

-Informed customers of repair updates and handled all customer complaints

-Oversaw scheduling and appointment confirmations

-Answered and rerouted all incoming service calls

**Volunteer Experience**

**GISCORPS | CORE COMMITTEE |** 10/2018 – present

**PEACE CORPS | STUDENT AMBASSADOR |** 09/2019 – 01/2020

**HENDERSON BIRD VIEWING PRESERVE | RESTORATION VOLUNTEER |** 09/2018 – 09/2020

**LAS VEGAS SPRINGS PRESERVE | VOLUNTEER PROJECT ASSISTANT |** 01/2017 - 05/2019

**FUPI | TRANSPORTER |** 12/2017 - 03/2018

**Skills and Training**

* 60 WPM
* Trained to use POS, DMS and ADP software systems
* Proficient in drafting Excel spreadsheets, editing ranges, using functions and formulas
* Adept at designing/ creating infographics, flyers, and logos using Adobe Photoshop
* Skilled at conceptualizing presentations, slideshows, and templates using PowerPoint
* Extensive knowledge using ArcGIS, ArcGIS Pro
* Efficient at using Python, Pytorch, and writing JavaScript
* Experience with CRM technologies, IRC, and cloud-based communication systems

***\*References available upon request.***