

# Megan Christensen

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## EDUCATION

### Utah State University, Jon M. Huntsman School of Business

Logan, UT

*Bachelor of Science, Information Systems – Web Development Emphasis*

Fall 2024

- GPA: 3.89, while working part time
- Dean's List
- Member, Women in Tech Club

## TOOLS

### Proficient

- Microsoft Office
- Google Suite
- Canva

### Basic

- HTML
- CSS
- UI/UX design principles
- Visual Studio Code
- SQL / Python
- Tableau

## WORK EXPERIENCE

### Hickman Land Title

Logan, UT

*Accounts Receivable, Marketing Assistant*

Dec 2021 – Present

- Create 15-45 invoices weekly for 3 branches in a timely manner, paying attention to detail and ensuring accuracy
- Collaborate with 11 team members daily, ensuring correct charges and customer information are added to system files
- Design marketing fliers and custom labels using Canva to promote company brand and customer outreach
- Demonstrate critical thinking skills by locating property on plat maps, based on real estate legal descriptions, and index them to facilitate efficient future property searches

### Logan City School District

Logan, UT

*Girls Soccer Assistant Varsity Coach, Junior Varsity Coach*

July 2022 – Oct 2022

- Planned and directed 2-hour daily JV trainings to improve player's technical and tactical skills
- Encouraged good teamwork, sportsmanship, and camaraderie between players
- Collaborated with head coach to evaluate player's knowledge, skills, and strengths to assign team positions
- Tracked players technical skills to measure progress over time

### Heritage Animal Hospital

Nibley, UT

*Veterinary Assistant, Receptionist*

July 2019 – Dec 2019

- Assisted in examining animals and documenting patient history, diagnosis, and treatment plans
- Properly used lab equipment for monitoring surgeries, medical procedures, and filling prescriptions
- Scheduled appointments, addressed customer concerns, and collected payments

## VOLUNTEER / LEADERSHIP

### Full-Time Volunteer Representative, Non-profit

San Bernardino, CA

*Social Media Content Manager, Missionary*

May 2020 – Nov 2021

- Worked in a team of 7 to create content and analyze/optimize ad creatives in Facebook Business Studio
- Set and achieved short and long-term goals to improve efficiency and performance
- Served in various leadership positions to assist and motivate fellow volunteers in their duties
- Learned strong communication skills speaking and training groups of over 100 people