



Megan Cook

IMPLEMENTATION SPECIALIST

CONTACT

-  Vancouver, WA, US
-  +1 (503) 701 4465
-  megan@meganxcook.com
-  www.meganxcook.com
-  meganxcook

SKILLS

- Project Coordination
- Consulting Experience
- Full Stack Development
- Documentation
- Analysis
- Web Design
- Marketing
- Process Improvement
- Agile + Jira

STRENGTHS

Skilled Communicator

Collaborative, articulate, empathetic, active listener.

Systematic

Accurate, data-driven, orderly, highly organized, attentive to detail, excellent follow through.

Unflappable

Ability to remain calm in high-stress situations, deadline-driven, optimistic, flexible.

Persistent

Driven, growth mindset, strong leadership abilities, big picture thinker.

SUMMARY

Collaborative, creative coding bootcamp grad with an eye for detail looking to leverage 10 years of diverse experience to deliver successful projects and translate complex client needs into clear, concise functional specifications for implementation. Expertise in project coordination, client consulting, full stack development, and documentation.

EXPERIENCE

OPERATIONS MANAGER

C. Cook LLC PORTLAND, OR, US Aug 2020 - Aug 2021

While raising two young children at home and managing a household during a pandemic:

- Shortened lead follow up time by 20 days.
- Implemented CRM database to improve efficiency.
- Designed website to increase lead conversion.
- Created Instagram account resulting in a 240% increase in website traffic month over month.

REALTOR

Self-employed PORTLAND, OR, US Jan 2017 - Jun 2020

- Guided 15 clients through entire sale process, successfully negotiating and closing \$6.3 million in sales volume.
- Demonstrated ability to consistently meet deadlines, consult with clients, implement systems and workflows, effectively manage workload, expertly apply industry knowledge, and negotiate among multiple parties.

APPRENTICE MIDWIFE

Birthingway PORTLAND, OR, US Apr 2014 - Sep 2016

- Provided high quality midwifery care to 9 clients in a community-based setting, centered around informed choice.
- Authored and edited 20+ complex technical protocols, informed choice documents, and practice guidelines.
- Demonstrated ability to respond quickly to new instructions and remain calm in high-stress, sometimes life-threatening situations.

CLINICAL RESEARCH ASSISTANT

OHSU PORTLAND, OR, US Oct 2011 - Sep 2014

- Collaborated with team, external departments, outside institutions, industry sponsors, and patients to compile and report study data for 10 ongoing clinical trials in solid tumors at the Knight Cancer Institute.
- Assumed a leadership role as pathology liaison and streamlined pathology collection process.

EDUCATION

BA IN WOMEN'S + GENDER STUDIES

Jun 2010

University of Oregon EUGENE, OR, US

Minor in Business Administration

CERTIFIED FULL STACK DEVELOPER

Nov 2021

PDX Code Guild PORTLAND, OR, US