

Megan Young

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Baltimore, MD

EDUCATION

Washington College, Chestertown, MD

Bachelor of Arts in Political Science, May 2013. Concentration in Peace and Conflict Studies.

Senior thesis: "*Achieving Reconciliation in Rwanda through a Grassroots, Indigenous Court System*"

Rhodes University, Grahamstown, South Africa

Study Abroad, Spring 2012. Focus on African Studies; Peace and Reconciliation.

TECHNICAL EXPERIENCE

- Completed Spring 2016 Front-End Web Development Course at General Assembly, Washington, DC
- HTML5, CSS3, Javascript/Jquery, Bootstrap, Github
- CMS experience with Drupal, Wordpress, Ektron.
- Database and email broadcast experience with Association Anywhere and Informz.

WORK EXPERIENCE

The American Dental Education Association, Washington, DC,

Receptionist/Special Web Projects Assistant

May 2015-Present

- Compose and send out monthly e-newsletter to 22,000 recipients using HTML and Photoshop in Association Anywhere. Provided support for other divisions assembling additional e-newsletters.
- Train other staff on sending e-newsletter via Association Anywhere, posting content to the website via Ektron and using HTML and Google Analytics.
- Copyedit and update web content for multiple websites using HTML. Proofread content and utilize style guidelines before posting.
- Track Google Analytics for website and corresponding social media outlets weekly. Create and manage edits to floor plan map using Adobe Photoshop.

The German Marshall Fund, Washington, DC, Website Migration Consultant

January-June 2015

- Assisted Online Media Specialist with content migration from Wordpress to Drupal website and ensured the website launched on time. Utilized HTML to troubleshoot migration issues and clean up formatting. Reported errors/bugs to developers.
- Worked independently to prepare content and manage timeline for Major Conferences section of the new Drupal website.

The German Marshall Fund, Washington, DC, Communications Intern

February-July 2014

- Supported communications team of eight with daily maintenance of five websites and corresponding social media accounts. Assisted with development, editing and posting of multimedia materials including video clips, pictures, collages, audio clip selection.
- Edited 150 speaker biographies for *Brussels Forum* conference. Analyzed and reported on conference media through MediaVantage database.
- Executed Twitter outreach and Facebook ads for audience of 42,000 users. Created infographic displaying statistics to be shared on social media sites.
- Assisted with photoshoots, podcast recordings and filming documentaries. Photographed roundtable discussion: "Dialogue on Africa" on Capitol Hill.
- Trained and delegated projects to other interns on tasks such as using Wordpress, Google Analytics, MediaVantage database, and Adobe Photoshop.

Tranquil Space, Washington, DC, Assistant Studio Manager

May 2014-June 2015

- Managed and informed team of 20 on new policies and procedures. Trained team members on Mind Body membership database.. Assisted with hiring, lead interviews and training sessions.