

MEGAN L. ANDERSON

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Socials

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EXPERIENCE

MEGAN L. ANDERSON WRITING & EDITING

Proprietor 05/2010 – present

- Craft and edit relevant, engaging, and informative content based on assigned briefs
- Manage multiple projects from concept to completion. Deliver projects on time and within budget
- Work closely with writers to ensure copy and visual design are working in harmony
- Electronically review, edit, and improve written materials
- Correct and rearrange text under established formats and styles
- Perform thorough evaluation, reading for typos, grammar and sense, and providing suggested edits

FREELANCE Kokomo, IN Area
Curriculum Writer / Teacher 01/2008 – present

- Adapt existing content to meet small group or class' needs
- Develop original curricular content engaging and appropriate for multiple grade level integrated classrooms
- Demonstrate support for the mission, values, and goals of the organization through content and behaviors consistent with the denomination

- Organizing, planning, and implementing short- and long-term courses
- Cover ministerial duties for pastors, small group leaders, and Sunday school teachers
- Demonstrate knowledge of Christian spirituality, biblical teaching, and current approaches to faith and leadership formation for teens and adults
- Oversee the recruitment and enabling of other volunteers from the worshipping community for teaching positions

BIG BEN COFFEE COMPANY
Technical Writer / Editor 09/2016 – 04/2019

- Designed and developed templates and checklists for providing necessary staff training and support
- Created policy manuals, reports, presentations, and trainee curriculum
- Developed and implemented new and/or modifications to documentation/communication policies and procedures for two separate business locations
- Provided solution recommendations based on identified control gaps or deficiencies
- Responsible for ensuring work was accomplished in a safe manner in accordance with established operating practices and procedures
- Responsible for managing technical publications, presentations, procedure manuals and related logistics activities
- Reviewed and updated existing TM's on a continual basis to ensure data remained current

SAMARITAN CAREGIVERS
Social Media Manager / Writer 01/2013 – 07/2015

- Worked with program managers to define content strategy and information architecture
- Wrote and edited original feature newsletter and website articles
- Managed the organization's digital landscape including Facebook, Twitter, and website presence; increased Twitter following six fold within five months

- Demonstrated proficiency in developing creative ideas and bringing them to life through storytelling and presentation
- Drove success for all digital marketing efforts through SEO, event campaigns, content marketing, and social media monitoring
- Oversaw updates to social platforms, sites and applications, and supported live event coverage in social spaces
- Worked with IT staff and web provider/developers to troubleshoot issues and integrate social media with the website