

# MEG MCNAMEE

marketing specialist & design



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meglmcnamee.com

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As a creative individual, I seek out career opportunities that are centered around passionate and empowering companies that connect with their clients and customers on a personal level.

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## Education

### **BA Political Science & Theatre**

Hope College (2010)

### **Google UX Design Professional Certificate**

Coursera/Google (2022)

### **Graphic Design Specialization**

Coursera/CalArts (2022)

### **Real Estate Pre-License 40hr**

Real Estate One Academy (2024)

## Skills

- **design:** figma, adobe xd, canva, Marq, wireframes, prototypes, web design, user flow
- **marketing:** social media content creation, Meta Business Suite, Canva, Marq, basic HTML, email campaigns, basic video editing through online platforms, Microsoft Office Suite
- **public speaking:** presentations, actor, customer service
- **writing:** professional & creative, self-published author

## Professional Experience

### **Office Admin: Marketing, Design & ASC**

Real Estate One ( Dec. 2019 – present )

design for four offices: social media, FB business page content creation, office content creation: postcards, flyer templates, office manual and tutorials, social media templates, other print templates, marq, canva, recruitment campaigns, email campaigns

administrative: onboarding training, MLS input, management and use of office systems: Zipform, Office Intranet, MLS, ProfitPower, BrokerMetrics, Marq, Canva, Grid4 phone system, basic IT troubleshooting, coverage for all admin staff positions

### **Administrative Assistant**

Stites Financial ( Mar. 2019– Dec. 2019 )

marketing: newsletter written copy and html/css coding, social media pages maintenance, light graphic design

administrative: general admin duties, finance assistance with placing trades, FINRA regulations, submitting applications

### **Reception & Case Administration**

Hudson Legal Group ( Oct. 2018–Mar. 2019 )

administration: scheduling multiple lawyer calendars, case preparation, mailing, mail reception, multi-line phone, client communications, dept. of immigration communications, other legal duties as assigned