

1027 Kent Street
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Megan J. McHattie

Experienced Public Speaker
Good Knowledge of Microsoft Office Products
High Level of Technical Problem Solving
Familiarity with Adobe Creative Suite
Aptitude for Communication

Skills

Education

Bachelor of Arts Degree
University of Minnesota
Journalism

RESOURCE INC 2009 – present

Trainer – Ramsey County DWP/MFIP

- Generating content for workshops and seminars
 - Facilitating program overviews, completion of enrollment paperwork
 - Creating and maintaining work related social media outlets
 - Providing consultation services to employment guidance counselors
 - Collecting, compiling workshop data; generating reports, evaluating workshop effectiveness and implementing necessary changes for improvement
 - Aiding participants in resume production; proofing, editing, making suggestions on lay-out and presentation
 - Providing group and one-on-one job search assistance
- Presenting information to groups of 30 or participants

THE MINNESOTA DAILY 2006 – 2007

Staff Photographer / Freelance Writer

- Shot quality photography within deadlines
- Remained on-call for breaking news assignments and last minute stories
- Assisted in photo editing, cropping, and color correction for publication
- Traveled by car or airplane to away sporting events and other assignments
 - Utilized working knowledge of Nikon digital cameras, remote flash systems, Adobe Photoshop & In-Design, and Microsoft Office software
 - Wrote accurate, informative, and concise cutlines for publication
 - Generated and pitched freelance story ideas; researched and wrote stories for publication on a freelance basis

Experience

THOMSON PROMETRIC 2001 – 2005

National Support Specialist IT

- Resolved technical issues remotely for over 250 testing sites across the United States
 - Fixed hardware, software, and data related issues in-house and via phone, e-mail, and proxy server
 - Oversaw nightly data transfer and end-of-day closing procedures
 - Supervised employees in-house and at national testing sites, resolved escalated customer concerns
 - Assisted system programmers with trouble shooting and fixing crashes.

