

Margaret Currie



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Education

Baldwin Wallace University, Berea, OH

Bachelor of the Arts, expected May 2018

Major: English: Creative Writing

Minor: Public Relations

GPA: 3.69

Kingston University, London, U.K.

Study Abroad, Summer 2016

Honors

2017 Intern of the Year: *The Expys Winner*,

Northeast Ohio Council of Higher Education

Sigma Tau Delta: *English Honors Society*

Gamma Sigma Alpha: *Greek Honors Society*

References

Ann Newman

CEO, RMHC-NEO

director@rmhc-neo.org

216-986-0855

Dr. Denise Kohn

Dept. Chair and Professor of English

dkohn@bw.edu

440-826-5951

Carri Metcalfe

Phi Mu Advisor

cmetcalfe@zoominternet.net

330-618-4264

Annie Heidersbach

Director of Corporate & Foundation

Engagement

aheiders@bw.edu

(440) 826-3530

Experience

Administrative Assistant: Ronald McDonald House Charities of

Northeast Ohio, Independence, OH January 2016-present

- Provide administrative support to Chief Executive Officer
- Created, developed, maintain and administer Social Media strategy which resulted in increased online donations of 130% in year one and 26% in year two
- Assist in fundraising activities, including mailings, tracking gifts, database maintenance, and other duties
- Research content to develop and write website feature story articles
- Create graphics and content for Facebook posts to expand reach and support fundraising efforts
- Assist in Board Meeting and Committee Meetings presentations
- Coordinate logistics for Special Events, including Award Brunch and Golf Outing Planning
- Other administrative duties as assigned

Vice President of Operations, Berea, OH

Phi Mu Sorority, December 2016-December 2017

- Oversee 16 Operations Board (OB) members
- Host monthly meetings and training sessions for OB members
- Serve as a resource to members with guidance and encouragement
- Fulfill duties of vacant OB positions as needed

Philanthropy and Service Chair, Berea, OH

Phi Mu Sorority, December 2015-December 2016

- Planned and executed fundraising events
- Scheduled regular Committee Chair Meetings
- Managed an assistant
- Searched and provided service opportunities
- Educated the chapter on Children's Miracle Network Hospitals
- Created connections and networking opportunities with our local community organizations

Published Works, The Mill

Baldwin Wallace University, Berea OH

- *Late Night Calls*, 2015
- *Chocolate Pie*, 2016
- *Between and Disappear*, 2017

Skills

Writing

- Professional Writing
- Creative Writing
- Grant Writing
- Journalism

Microsoft Office

- Word
- Excel
- Powerpoint

Social Media

- Facebook
- Instagram
- Wordpress