



MEGAN COMBS

CONTACT

✉ meganannecombs@gmail.com

☎ 515.689.0789

🌐 megancombs.com

EDUCATION

BA, English & History

Northwestern University
Evanston, IL | 2011 - 2015

Professional Development

Web Design Specialization
University of Michigan, Coursera

Social Media Marketing
Specialization
Northwestern University, Coursera

SKILLS

Editing and Proofreading (AP
Style & Chicago Manual of Style)

Web Design (basic HTML, CSS,
JavaScript)

Adobe Creative Cloud

Copywriting

Content Management Systems

Social Media Marketing

Event Management and Planning

Microsoft Office

Google Analytics

Conversational Spanish

EXPERIENCE

Program Assistant, Communications and Admissions

MS in Analytics Program, Northwestern University
August 2015 - Present

- » Manage communications for the MS in Analytics program
 - › Maintain the program website and create original content
 - › Design HTML emails for mass communications and marketing
 - › Oversee all social media accounts; increased Twitter following by 25 percent
 - › Create marketing and outreach materials using Adobe Photoshop, InDesign, and Illustrator
- » Coordinate outreach to industry partners at national companies and establish recruiting relationships
- » Advertise, organize, and facilitate frequent events
- » Established a WordPress blog to showcase student research; manage and edit all content and blog submissions
- » Produced video interviews with alumni and current student interns at Chicago-area companies

Managing Editor

Prompt Literary Magazine, Northwestern University
March 2013 - March 2015

- » Revised and published submissions to the magazine
- » Publicized the magazine to Northwestern University and Evanston communities
- » Facilitated weekly writing workshops open to all Northwestern University students
 - › Led tutorials on special topics in writing and literature in the genres of fiction, non-fiction, and poetry
- » Planned special events such as slam poetry nights, magazine launches, and Q&As with Chicago writers
 - › Communicated with Chicago-area authors and artists to coordinate on-campus workshops and readings