

# Megan Henderson



## Expertise

Writing  
Editing  
Videography  
Design  
Audio Recording

## Education

B.A. Mass Communications  
Minor in Political Science  
Magna Cum Laude

Emory & Henry College  
Emory, Virginia, U.S.A.  
Graduated 2016

## Interests

Storytelling  
Netflix  
Travelling  
Reading  
Photography  
Roller Coasters  
Friendship  
Social Justice

## Contact

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## Media Experience:

### Senior Communications & Events Officer (August 2018 - Present)

- *Five Talents UK, London, UK*
- I create and schedule our social media content; review and refresh our website and SEO; manage our donor thanking process which includes writing new thank you letters with member stories every six months; draft, organise and publish monthly newsletters, twice-monthly blog posts and an annual impact report; manage and produce all communications of our digital campaigns - most notably our annual Big Give Appeal; design our Impact Report, graphics and grant applications or reports; organise, plan and execute events to raise awareness of charity and thank supporters for their generosity; log communications and donations with donors in Salesforce; use analytics to track website performance; developed our communications strategy; and recently created a communications policy and photography/content collection guidelines and informed consent processes for the organisation.

### Communications Intern (September 2017 - April 2018)

- *Total Action For Progress, Roanoke, Virginia, USA*
- Wrote and updated press releases, created social media content, updated the press log, researched and scheduled speaking engagements, prepared kits for speaking engagements, created Facebook events, coordinated thank you cards, managed internal communications, and helped at events such as annual donor lunch and first-ever Radiothon.

### Editor-in-Chief (April 2015 - May 2016)

- *The Whitetopper, Emory & Henry College, Emory, Virginia, USA*
- Led a team of six editors and a staff of writers to produce a twenty-four page tabloid layout newspaper weekly; contributed to story and column ideas; finalised layouts; finalised budget and payroll; and worked with staff to improve our newspaper.

### Producer & Floor Director (April 2015 - May 2016)

- *EHC-TV Emory & Henry College, Emory, Virginia, USA*
- Produced a half-hour long tv show, EHC-TV, once a week; managed a staff of 15 students including on-air talent and behind the scenes staff; and managed post-production. As the Floor Director I: Worked behind the scenes on a half-hour long show, EHC-TV, once a week, managing three camera operators and helping mic and direct on-air talent.

## Skills:

On a scale from (1) Proficient to (5) Out of This World!

Adobe InDesign



Adobe Audition



Adobe Premier



Adobe Photoshop



Final Cut Pro



Facebook



Twitter



Instagram



Google Docs/Drive/Spreadsheets



Microsoft Suite



## Media Experience (continued):

### Post Production Manager (August 2014 – May 2016)

- *EHC-TV, Emory & Henry College, Emory, Virginia, USA*
- Compiled and edited a half hour show together weekly.

### Intern (June 2015 – August 2015)

- *CaravanTimes & MotorbikeTimes, Stanton Pace, London, UK*
- Wrote four to six articles daily and posted them to websites and social media; contributed to and built two weekly newsletters; managed two Twitter accounts and two Facebook pages, helped with contest entries; sourced news stories; located photos.

### News Editor (August 2014 – May 2015)

- *The Whitetopper, Emory & Henry College, Emory, Virginia, USA*
- Communicated with writers; set deadlines; helped decide story topics; searched for new writers; designed a three page layout weekly.

### Director (August 2014 – May 2015)

- *EHC-TV, Emory & Henry College, Emory, Virginia, USA*
- Directed three cameras, on-air talent, and various other positions behind the scenes to film entire half hour programme weekly.

### News Producer (August 2014 – May 2015)

- *EHC-TV, Emory & Henry College, Emory, Virginia, USA*
- Wrote a weekly script regarding news on campus and delivered it on camera through a teleprompter.

### Editor (August 2014 – May 2015)

- *The Sphinx, Academics Editor, Emory & Henry College, Emory, Virginia, USA*
- Took and contributed photographs of various academic related activities; wrote articles that accompanied photos in the book; assigned topics and managed staff.

### Outlook & Opinion Editor (August 2013 – May 2014)

- *The Whitetopper, Emory & Henry College, Emory, Virginia, USA*
- Communicated with writers; set deadlines; helped decide column topics; searched for new columnists; designed a two page layout weekly.

### Column Writer (August 2013 – May 2014)

- *The Whitetopper, Emory & Henry College, Emory, Virginia, USA*
- Wrote a column weekly for readers that varied in topic - it could be helpful, fun, or interesting, or informed readers what was happening with The Whitetopper.

### Staff Contributor (August 2013 – May 2014)

- *The Sphinx, Emory & Henry College, Emory, Virginia, USA*
- Took and contributed photographs of various campus events and wrote articles that accompanied events and photos in the book.

### Prompter Operator (August 2013 – May 2014)

- *EHC-TV, Emory & Henry College, Emory, Virginia, USA*
- Compiled scripts for six different segments of a weekly half hour long show; formatted scripts for the teleprompter; and operated the prompter during show for on-air talent.

## Media Experience (continued):

### Radio Programmer (August 2013 – May 2015)

- WEHC, Emory & Henry College, Emory, Virginia, USA
- Programmed the radio show order and dropped updated shows into the system weekly.

### Staff Writer (August 2012 – May 2016)

- *The Whitopper, News, Emory & Henry College, Emory, Virginia, USA*
- Contacted sources; conducted interviews; and wrote stories for the “Campus News” Section of *The Whitopper*. I contributed 2-3 stories per week.

## Other Experience:

### SAFE Staff Instructor (August 2016 – July 2018)

- *SAFE Before & After School Programme, Franklin Co. YMCA, Rocky Mount, Virginia, USA*
- Worked with other Instructors to keep children ages 4 - 11 on SAFE Programme schedule; organised playtime and crafting activities; watched and administered care to children; helped children with homework assignments; and supported children with any other immediate needs.

## References

### Dr. Mark Finney, Emory & Henry College Associate Professor

Email: mfinney@ehc.edu

Phone: +1 276-944-6889

Relationship: Advisor of *The Whitopper*, and previous Professor

### Sarah Gatrell, Communications Specialist at Total Action for Progress

Email: sarah.gatrell@tapintohope.org

Phone: +1 540-283-4890

Relationship: Internship Supervisor

### Dr. Teresa Keller, Emory & Henry College Professor

Email: tkeller@ehc.edu

Phone: +1 276-944-5212

Relationship: Previous Professor, Academic Advisor, and Supervisor of EHC-TV