

MEGAN TROUTMAN

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EDUCATION

Bachelor of Science in Journalism

May 2018

- Minors: Visual Communication and International Communication
- Northern Arizona University — Flagstaff, AZ, USA
- GPA: 3.89

PROFESSIONAL EXPERIENCE | megantroutman.com

Personal Vacation Advisor

Oct. 2019 – March 2020

Inspirato — Denver, CO

- Cultivated meaningful relationships with Inspirato members to plan future travel
- Utilized Salesforce to document correspondence and organize follow-up calls
- Provided caring and communicative customer service skills
- Utilized consultative sales strategies to understand members' travel desires

Newspaper designer

June 2018 – June 2019

Lee Enterprises — Madison, WI

- Collaborated with on-site and remote teams to manage the production of over 45 print publications across the U.S.
- Designed over 25 pages in an eight hour work shift
- Balanced creative workflow with the speed and stamina to make deadlines

Editor-in-Chief

The Lumberjack — Flagstaff, AZ

Aug. 2017 – May 2018

International Insights — Groningen, The Netherlands

Feb. 2017 – June 2017

The Highlighter — Fort Collins, CO

Aug. 2013 – May 2014

- Organized and ran editorial board meetings while overseeing print production
- Designed last-minute templates, illustrations and article revisions for print content
- Coordinated all-staff meetings to motivate for success
- Designed press passes, edited photography and organized marketing events
- Implemented a design guide through Adobe InDesign, also utilized Adobe Cloud
- Encouraged and trained new reporters, photographers and designers

Public Affairs Media Designer

Jan. 2016 – Jan. 2017

The Grand Canyon National Park — AZ

- Created poster and flyer designs for events at the Grand Canyon National Park
- Redesigned the Fire Safety Manual into a user-friendly model
- Collaborated with the public affairs and marketing teams to create content

Weather Anchor

Aug. 2015 – Dec. 2015

NAZ Today — Flagstaff, AZ

- Worked with head meteorologist to design and produce weather segment
- Studied meteorology off-deadline to improve terminology and presentation

Advertising Manager

May 2015 – Aug. 2015

The Johnstown Breeze — Johnstown, CO

- Coordinated with businesses to fund and advertise in the local newspaper
- Designed quarter, half and full-page advertisements by communicating with business owners to solidify designs

ADDITIONAL EXPERIENCE**Student Columnist**

Dec. 2017 – May 2018

Flag Live! — Flagstaff, AZ**Front Desk Agent**

Aug. 2016 – May 2018

Hilton Garden Inn — Flagstaff, AZ**Features Editor and Designer**

Aug. 2016 – Dec. 2016

The Lumberjack — Flagstaff, AZ**Resident Assistant (RA)**

Aug. 2015 – May 2016

Pine Ridge Village RA — Flagstaff, AZ**Culture Assistant Editor and Designer**

Dec. 2015 – May 2016

The Lumberjack — Flagstaff, AZ**Arts & Entertainment Assistant Editor and Designer**

Aug. 2015 – Dec. 2015

The Lumberjack — Flagstaff, AZ**Entertainment Editor, Designer and Photographer**

Aug. 2012 – May 2013

The Highlighter — Fort Collins, CO**TRAININGS AND CERTIFICATIONS**

- Resident Assistant training in sexual assault, suicide prevention and alcohol / drug abuse
- Led an InDesign and BLOX training for newspaper staff editors
- Certified leader at the Vivace Productions Inc. Band Leadership Training at the University of Northern Colorado

AWARDS

- Best *Lumberjack* designer (2015 - 2016)
- Runner-up for journalist of the year for CHSPA (2014)
- Best Character Award in the Rocky Mountain High School Band (2014)
- National Honors Society (2012 – 2014)