

Megan VanderMeer

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PROFESSIONAL SUMMARY

Detail-oriented Communications and Marketing Specialist with experience in content creation, social media management, event coordination, administrative support, and client communications. Proven ability to streamline workflows using AI tools, manage multiple projects simultaneously, and support internal teams through strong organization and execution.

EXPERIENCE

Office Assistant / Social Media Specialist

Sabersmith Inc. — Sunfield, MI | Feb 2025 – Present

- Manage social media content calendars and marketing campaigns to support brand awareness and engagement
- Streamlined marketing and communication workflows using AI tools, increasing efficiency by 30%
- Coordinate executive travel, meetings, and internal events, including scheduling and logistics
- Prepare sales reports, presentations, and internal communications for leadership and clients
- Handle client communication, invoicing support, data entry, and general administrative operations

Event Planner / Owner

Self-Employed — Middleville, MI | Jan 2023 – Present

- Plan and execute weddings, corporate events, and community events from concept through completion
- Manage event budgets, vendor contracts, timelines, and on-site logistics
- Coordinate venues, catering, décor, rentals, and event staff
- Develop marketing and promotional content across social media platforms to grow clientele
- Conduct post-event follow-ups and process improvements to enhance client experience

Travel Advisor

Fora Travel — Remote | Apr 2025 – Present

- Design customized travel itineraries and manage global bookings for clients
- Coordinate accommodations, transportation, and vendor communications
- Deliver high-touch client service and maintain detailed documentation and schedules

Assembler

Parker Hannifin Corporation — Richland, MI | Oct 2021 – Feb 2025

- Maintained accurate production and compliance documentation
- Supported safety initiatives and participated in safety meetings
- Collaborated with cross-functional teams to improve workflow efficiency by 2%
- Recognized for reliability, attention to detail, and problem-solving

EDUCATION

Associate of Communication – Creative Writing

Full Sail University, Winter Park, FL | July 2025

- Travel Advisor Certification — Fora Travel (2025)
- Writing Marketing Copy — LinkedIn Learning (2024)
- Adobe Premiere Pro for Social Media — LinkedIn Learning
- Adobe InDesign — LinkedIn Learning
- Adobe Photoshop — LinkedIn Learning

TECHNICAL SKILLS

Marketing & Communications:

Content Creation • Social Media Management • Campaign Coordination • Copywriting • Brand Messaging • Email Communications

Events & Operations:

Event Planning & Execution • Vendor Coordination • Travel Coordination • Scheduling • Logistics • On-Site Support

Administrative & Technical:

Office Administration • CRM & Data Management • Reporting • Invoicing • Calendar Management • Microsoft Office • Google Workspace

Creative & AI Tools:

Adobe Creative Cloud (Premiere Pro, InDesign, Photoshop) • Canva • ChatGPT • Jasper • Grammarly AI • Adobe Firefly

REFERENCES

Available on request