

Megan Quynh-Nhi Swank



Objective

To obtain a position that will enable me to use my organizational skills, writing skills, educational background, previous teaching experience and ability to work on a team to make a positive contribution to an organization.

Education

-Michigan State University-Online Degree, 2019-2021, Master of Arts in Teaching and Curriculum, Concentration in K-12 Educational Administration

-University of St. Thomas- Houston, TX, 2010-2012, Bachelor of Arts in Communication, Minor in Marketing

Certifications

-Elementary K-5 All Subjects (K-8 All Subjects; Self Contained classroom)- State of Michigan

-CPR/First Aid

Contact Details:

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Work Background

Virtual Assistant

SELF-EMPLOYED, JULY 2020 TO PRESENT

- Creating content for clients' social media platforms ranging from Facebook, Instagram and LinkedIn
- Maintaining client relationships with customers and followers across all social media platforms
- Replying to messages and emails
- Assisting clients in branding colors and fonts

Content Writer/Head of Customer Service

PAGEANT PLANET, JUNE 2020 TO PRESENT

- Creating relationships with members through email communications
- Ensuring that all members' needs are met throughout their coaching experience
- Assisting the team to make sure all tasks are assigned to the correct department
- Creating pageant daily emails for members

Manager on Duty/Kids Stuff Team Member

MVP SPORTS CLUBS, MARCH 2019 TO OCTOBER 2020

- Ensuring that all entities of the Athletic Club are operating in accordance with member/guest expectations.
- Continually establishing relationships with members/guests
- Assisting Membership Sales Manager with facility tours and membership sales as required.
- Creating fitness awareness with children from 0-11 years of age
- Building relationships with families

Assistant Teacher

KINDERCARE, 2015

- Creating relationships with parents and students
- Creating day-to-day activities for the 2's and infant classrooms

Choreographer

NATIONAL AMERICAN MISS, MARCH 2013 TO AUGUST 2014

- Traveling around the country for Open Call Sessions and pageants
- Encouraging and teaching young ladies from ages 4-20 the importance of setting goals and ways to achieving them.

Chief Officer of Operations

PAGEANT PLANET, SEPTEMBER 2012 TO DECEMBER 2014

- Editing and scheduling articles to run on the website
- Interviewing, training and managing interns



References

Lauren Washburn
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Kylee Frederick
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Carla Coleman
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Skills

- Writing
- Editing
- Content creation
- Graphic creation
- Website creation
- Classroom Management

Teaching Background

Preschool 3's Teacher

CORPUS CHRISTI CATHOLIC SCHOOL, 2019

- Creating day-to-day lesson plans to prepare students for grade school
- Creating relationships with students and families

Discipleship Department Administrative Assistant/Children's Ministry Coordinator

OUR LADY OF THE LAKE CATHOLIC CHURCH, JANUARY 2018-DECEMBER 2020

- Assisting in coordinating retreats for youth
- Assisting in managing annual budget-Coordinating retreats for preschool and elementary students
- Managing department budget throughout the fiscal year
- Coordinating all catechists and ensuring they are up to date on training

EL Teacher for 2nd-5th Grade

EXCEL CHARTER ACADEMY, AUGUST 2017-AUGUST 2018

- Assisting in coordinating retreats for youth
- Assisting in managing annual budget-Coordinating retreats for preschool and elementary students
- Managing department budget throughout the fiscal year
- Coordinating all catechists and ensuring they are up to date on training

Substitute Auxiliary

FORT WORTH ISD, 2015-2016

- Assisting in day-to-day activities as a substitute for secretaries, clerks and teacher assistants

Kindergarten Teacher

UPLIFT MIGHTY PREPARATORY, 2016

- Creating rigorous and engaging long-term, quarterly, weekly, daily, and lesson specific Science/Social Studies/Math plans as part of an interdisciplinary team.
- Creating relationships with scholars and parents.

4th Grade Teacher

UPLIFT MIGHTY PREPARATORY, 2015-2016

- Creating rigorous and engaging long-term, quarterly, weekly, daily, and lesson specific Writing plans as part of an interdisciplinary team.
- Creating relationships with scholars and parents.

Preschool 4's Teacher

CREATION ACADEMY, 2015

- Creating day-to-day lesson plans to prepare students for grade school
- Creating relationships with students and families