

Megan Husko

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Education

BA Business Administration | December 10, 2016 | Western Washington University

- Management concentration with a minor in American Cultural Studies
- Became an effective leader by gaining a deeper understanding of different social, cultural, economic, and regulatory environments as they pertain to business management
- Elective interest in courses pertaining to effective leadership and team building

Work Experience

Administrative Assistant | On Purpose | September 2015 - Present

- Communicate with clients in a professional manner, maintaining confidentiality
- Re-design workshop packets to be more appealing and user-friendly
- Create advertising publications such as flyers for bi-weekly community presentations and quarterly newsletters to inform clients about upcoming workshops

Life Skills Specialist | Evergreen Supported Living | November 2013 - Present

- Assist clients in working to achieve individual goals such as enhancing their basic life skills
- Maintain timely and accurate documentation related to the care and support of clients
- Train new hires in client routines and organization policies

Youth Ministries Leader | Columbia Presbyterian Church | June 2012 - Sept 2012

- Organized weekly events for youth such as outdoor games, trips to parks, and themed dinners
- Assisted in executing week-long outdoor excursions of approximately 50 campers
- Mentored students by leading presentations and facilitating small group discussions

Skills & Abilities

Office Management

- Microsoft Applications: Word, Power Point, Excel, Outlook, Access, Publisher, Project
- Social Media/Communication: Facebook, Instagram, Blogs, Constant Contact, EventBrite
- Website Management: Blog posts, Customized Graphics, Personal Photography
- Typing Proficiency: 75 wpm

Volunteer Leadership

- Teamwork Basics – Group Facilitator (*2016 Bellingham*)
- Week-long Emersion Mission Trips (*2009, 2015 Bellingham | 2011 New Orleans | 2010, 2012 - 2013 Yakima | 2014 San Francisco*)
- Youth Ministries Leader (*2009 Children's Ministries | 2010 - 2014 Youth Ministries*)

Certifications

- Safety: CPR, First Aid, Blood Bourne Pathogens
- Registered Nursing Assistant (RNA)