

MEGAN TRINDELL

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PROFESSIONAL EXPERIENCE

City of Summit - Summit, NJ

Communications Associate

- Draft, edit, and distribute news releases to key news outlets and city contacts.
- Design and maintain municipal website (CivicPlus). Train city personnel on website functionality. Research issue areas.
- Use Google Analytics and Frase Chatbot analytics to edit and update web pages based on user search entries.
- Develop and edit written and visual content for online and print publication.
- Create messages for municipal social media platforms (Facebook, Twitter, Instagram).
- Utilize social media analytics and content calendar to create timely, helpful, and engaging social media posts for residents.
- Collaborate with stakeholders to promote and engage public on city initiatives.

Nov 2021 - present
Sept 2020 - Apr 2021
June 2015 - Dec 2017

The Creative Kitchen - New York, NY

Digital Content Coordinator

- Edit blog, calendar, event pages, and other areas of websites (Wordpress, Squarespace) for Cricket's Candy Creations, the Creative Kitchen, and Kids Food Festival.
- Built Squarespace website for Cricket's Candy Creations.
- Develop graphics and content for use on social media, website, and newsletters.

Jan 2017 - present

Morning Glory Farm - Edgartown, MA

Farmstand Associate

- Operated all cash register transactions with accuracy and efficiency.
- Advised customers on merchandise questions in person and on the phone.
- Maintained and stocked product displays, coolers, and freezers.
- Updated daily specials page on company website (Wordpress).

April 2021 - Nov 2021

Greenhouse Associate

- Seeded and transplanted vegetables, herbs, and flowers for field planting and sales area.
- Monitored water needs in greenhouses, sales area, and flower beds.
- Operated cash register for plant sales. Assisted customers with questions and orders.

American Idol Productions Inc. - Los Angeles, CA

Assistant Contestant Coordinator

- Facilitated contestant movement between performance, interviews, and filming during audition and performance days.
- Managed contestant transportation, meals, and other logistics on set.
- Monitored internal database; entered and updated contestant information as needed.

June 2018 - May 2020

EDUCATION

James Madison University | Harrisonburg, VA
Bachelor of Arts - Communication Studies

May 2015