

Megan O'Neil

www.linkedin.com/in/moniel | 814.222.2222 | someemail@gmail.com

EDUCATION

Pennsylvania Western University, Campus/City, PA

Bachelor of Science in Communication

May 2024

Concentration: Include if you have one

Minor: Include if you have one

GPA: 3.6/4.0

SKILLS: Canva; Microsoft Word, Excel, Outlook; Zoom; Beginner level in Adobe Photoshop

PUBLIC RELATIONS EXPERIENCE

Public Relations Intern

Lake Erie College of Osteopathic Medicine (LECOM), Erie, PA

May–August 2023

- Work on a team of 6 interns to increase number of followers on Instagram by 10% during summer
- Track outcomes of this project using an Excel spreadsheet documenting the reach of social media posts
- Design and publish newsletters, press releases, and social media posts using Canva

Public Relations Project

PennWest University Campus, PA

January 2023–May 2023

- Collaborated with 4 classmates to create a public relations plan for a new small business
- Communicated with client via Zoom meetings about business goals and expectations of a PR campaign
- Designed social media posts and potential campaign ideas for client

WORK EXPERIENCE

Server, Crossroads Diner, City, PA

August 2021–May 2023

- Ensured an enjoyable dining experience for all customers by providing efficient service

New Student Orientation Leader (NSO), PennWest Campus

May–August 2022

- Attended training sessions to learn customer service skills and new university content
- Attended all seven NSO event days working eight+ hour shifts on those days
- Lead discussion groups and established a positive relationship with students and their families
- Promoted campus traditions, programs, resources, and advice during conversations with students
- Maintained contact with students via email and text to answer questions related to the university

CAMPUS INVOLVEMENT

Treasurer, Graphic Design Club, PennWest Campus

September 2023–Present

- Monitor both collection and disbursement of money from club accounts
- Represent club and recruit members at various campus events
- Attend workshops and practice sessions to learn Adobe Photoshop

Vice President of Membership

Zeta Upsilon Chapter of Zeta Tau Alpha Fraternity

January–December 2022

- Directed a committee of 10 members to plan and execute annual formal recruitment process
- Increased membership and met campus total and quota expectations
- Attended weekly sorority chapter meetings and executive committee meetings