

Maeve McGuire

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Education

Iowa State University
Bachelor of Science in Technical Communication
Bachelor of Arts in Communication Studies
Minor in French

Ames, IA
GPA of 3.99/4.00
May 2021

Experience

Family Health Communication Research Lab

Undergraduate Research Assistant

Iowa State University
January of 2020—Present

- Conduct and publish research articles on how mothers of children with complex chronic conditions care for themselves and their families.

Workiva

Client Onboarding Intern

Ames, IA
May of 2020—August of 2020

- Apply previously submitted documents (SEC website) to the creation and implementation of document design and formatting to customer needs.
- Use of XBRL tagging and WDesk software with strong attention to detail.

Student Health and Wellness Department

Student Coordinator and Peer Wellness Educator

Iowa State University
November of 2017—Present

- Supervise 20+ other Peer Wellness Educators by creating and leading weekly discussions, maintaining administrative tasks, and reviewing and revising their proposed program materials.
- Prepare weekly presentations to ISU courses, student organizations, residential life, and faculty and staff.
- Conceptualize and facilitate programs to educate ISU students on holistic wellness.
- Refer students to campus resources through on-campus outreach and programming.

Educational Credit Management Corporation

Corporate Affairs Intern

Minneapolis, MN
May of 2019—August of 2019

- Copy edited internal and external documents for their intranet, public websites, and PR materials. This included writing six internal stories for the company and three external stories for local publications.
- Directed the research of information regarding state and federal legislation that could affect the company and its affiliates and then presented information to the company's executive leadership.
- Lead and executed the research and presentation of the company's current social media and PR trends and proposed future initiatives for continuous social media and PR growth.
- Planned and administrated two company-wide events including the involvement of external partners, hospitality coordination, and media presence.

LAS101 HOME Learning Community

Peer Mentor Success Coach

Iowa State University
October of 2018—December of 2019

- Provided instructional support for a 600 first year student large-lecture learning community course with strong attention to detail and excellent interpersonal communication skills.
- Trained and mentored 22 Peer Mentors in their responsibilities by leading weekly and monthly all staff professional development meeting and one-on-one meetings with each Peer Mentor as well as managing a Canvas course community front.

Skills

Proficiency in Microsoft Office Suite.

Proficiency in Adobe Creative Cloud, specifically InDesign, Illustrator, and Lightroom.

Intermediate ability to read, speak, and write French from 10 years of instruction.

Proficiency in social media management, specifically Twitter, Instagram, Facebook, Canva, and Hootsuite.

Extensive background in event management, preparation, and execution.