

Megan Flottorp

CONTACT

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PROFESSIONAL SUMMARY

Experienced and reliable writer and copyeditor with an solid work history in writing and editing engaging copy and content. Adept at bringing multiple simultaneous editorial projects to completion with comprehensive professionalism and accuracy. Able to manage small and large components as warranted by the project.

WORK EXPERIENCE

We Love Cycling

March 2016 — Ongoing

Writer/ Editor

- Write articles on a variety of topics related to cycling and health.
- Create quarterly content and editorial plans for online publication.
- Responsible for the creative development and copy for infographics, contest description, and online quiz content.

Mustard s.r.o

March 2016 — Ongoing

Copywriter/ Editor

- Worked every step of the creation of the content from the creative brief, to the formation of the concept, script writing, production (including video production), implementation and evaluation.
- Assisting in the creation and editing of various PR materials (social media, press release, event invitations).
- Adjusted the creative concept at the level of individual channels.
- Built stories and created mood-boards to convey the communication strategy.
- Determined target groups and their motivations.

Canadian Orthopaedic Association

January 2017 — April 2018

Editor/ Copywriter

- Created quarterly content and editorial plans for online publication.
- Edited abstracts and wrote the script for the Annual General Meeting.
- Created a weekly newsletter for COA members.

The Link Magazine Montreal

June 2017 — April 2018

Writer

- Reported and wrote stories for online and print.
- Reviewed cultural events and exhibitions for the Arts sections.

Jindřich Chalupecký Award

August 2015 — February 2016

Research & PR Intern

- Researching art awards and creating a company database.
- Assisting in the creation and editing of various PR materials (social media, press release, event invitations).
- Assisting with the production aspect of associated exhibitions and events.

Contemporary Calgary

June 2015 — September 2015

Content Creator

- Conducted and transcribed interviews with artists and curators.
- Created, edited and published original content for exhibition reviews and reference materials.

MeetFactory Centre for Contemporary Art

January 2014 — January 2015

Artist in Residency Assistant

- Promoted and facilitated projects and exhibitions associated with the artist in residency program.
- Assisted in the creation, translation, and editing of various PR materials (social media, press release, event invitations).
- Helped coordinate associated events and activities.
- Obtaining rights to use materials from other publications.
- Using computers for word processing, desktop publishing and email.
- Dealing with phone and email queries.
- filing, photocopying and other routine administrative tasks.

DOX Contemporary Art Gallery

September 2013 — January 2014

Research Assistant

- Conducted research for various exhibitions.
- Helped to write, edit, and translate exhibition and curatorial texts.

EDUCATION

Graduate Diploma in Journalism

June 2017 — April 2018

Concordia University Montreal

Masters of Humanities

February 2014 — February 2016

Anglo-American University Prague

Bachelor of Arts Honours in English

September 2007 — September 2011

University of Saskatchewan

QUALIFICATIONS

- Wide breadth of experience in writing, editing, proofreading and research
- Strong skills in both print and online editing
- Exceptional reading, writing, and translation abilities in English and French
- Proficiency in using MS Office Adobe HTML and Photoshop
- Experience working independently
- High interpersonal and communication skills