



# Meaghan Hunt

- SEO
- [Public Speaking](#)
- Fluent in Slack, Google Workplace, Zoom, Office 365, Dialpad
- Research, Fact-Checking & Databases
- Project & Personnel Management
- Social Media
- Marketing Copy
- Legislative Advocacy
- AP, MLA, & Chicago Stylebooks

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## Get in touch!

**Mobile:** 405-612-7314

**Email:** meaghanhunt@gmail.com

## Degrees

### **Masters of Library & Information Studies**

University of Oklahoma - 2011

### **Consumer Health Information II Certificate**

### **Bachelors of English**

Oklahoma State University - 2007

## National Recognition

### **Chair**

Oklahoma Library Association (OLA)  
Legislative Committee - 2016-2018

### **Speaker**

American Library Association (ALA)  
Pre-Conference - 2016

### **Speaker**

Young Adult Library Services  
Association (YALSA) Symposium -  
2015

### **Task Force**

Young Adult Library Services  
Association (YALSA) Competencies  
Update - 2015

### **Next Generation Philanthropic Leaders**

Conference of Southwest  
Foundations Scholarship, 2011

### **Research Scholar**

Lou Wentz Foundation, 2006-2007

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## Writer & Editor

### **Freelance**

#### **2007 - Present**

Works with cross-functional teams to produce engaging and approachable content for the web, social media, magazines, print publications, and professional correspondence. Consistent track record of creating top-quality, well-researched, and customer-focused copy under tight deadlines.

Clients (partial list) - recent work [here](#)

- HerMoney Media
- HomeLight Real Estate
- Willow Creek Press
- *ArtDesk* magazine
- *Curbside Chronicle* magazine
- The Kirkpatrick Foundation
- Top Level Content

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## Other Professional Experience

### **Metropolitan Library System**

#### **2012 - Present**

##### **Engagement Manager - 2017-Present**

- Manages a team of 5 professional and paraprofessional staff
- Oversees in-person & virtual programming for all ages
- Effectively manages an \$8,000 annual programming budget
- Responsible for daily operations and change management
- Coordinates community partnerships and outreach, including relationships with school districts, legislators, business partners, area nonprofits
- Assists with social media content for Instagram, Tiktok, and Facebook

##### **Special Projects Librarian - 2016-2017**

- Launched and managed projects with a system-level impact including ONEcard, which provides access for over 40,000 public school students
- Managed revisions process for libraries policies, procedures, and guidelines
- Assisted the Executive Director in developing relationships with elected officials and partner agency staffs to ensure support for library mission, goals, & programs
- Worked with cross-functional teams to design trainings, marketing materials, web content, and internal correspondence

##### **Lead Librarian - 2012-2016**

- Directly supervised a team of 8 reports and worked cross-departmentally to oversee reference, circulation, and shelving staff
- Built relationships with community partners to promote library resources
- Recruited, trained, and oversaw 30-40 volunteers annually
- Fielded reference, technology, and readers' advisory questions from customers of all ages



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## Other Professional Experience (continued)

### **Kirkpatrick Foundation**

#### **Program Associate - 2011-2012**

- Grantmaking, administration, and records management
- Event planning
- Designed goals and policies for social media; launched & administered accounts, engaged new audiences and built a following
- Screened, interviewed, and supervised office interns

### **Office of Lt. Governor Jari Askins**

#### **Editor & Communications Specialist - 2007-2011**

- Built relationships with government agencies, academic institutions, companies, and nonprofit organizations
- Served as designee on the Creative Oklahoma Board of Directors and State Archives & Records Committee
- Primary point of contact for Community Literacy and Education efforts
- Organized and executed Read for the Record event in cooperation with local early childhood center and local press; served ~40 children

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