

MEAGAN VAUGHN

5901 Old Hickory Boulevard · Nashville, TN · 37076 · 917.488.0119 · meagan.vaughn@gmail.com
<http://www.linkedin.com/in/meaganvaughn>

WORK EXPERIENCE

W.C. Vaughn Real Estate, Jackson, MS

10/2012 – 12/2013

Project Manager

- Administered home rehabilitation projects, ensuring cost efficiency and timely completion
- Analyzed market demand trends to identify gentrifying neighborhoods where most real estate investments were re-focused, generating several deals with over 100% R.O.I.
- Instituted online marketing efforts creating a web presence on various realty sites

Conserva Partners, LLC, New York, NY

3/2012 – 9/2012

Business Development Associate – Freelance

- Generated sales leads, performed sales outreach and successfully secured contracts for energy efficiency upgrades
- Generated/edited content for website and marketing materials

Eviolution, New York, NY

7/2012 – 8/2012

Energy Efficiency Analyst Intern

- Completed intensive 45-Hour Energy Auditing classroom training and 45-hour field training course with identification of energy conservation measures (ECMs); served as Community Energy Consultant (CEC) and reached out to New York City businesses to educate them about cost-effective energy efficiency measures and facilitate the implementation of upgrades
- Performed energy calculations, cost-benefit analyses, calculation of R.O.I., payback time periods, etc.

Liberty HQ, New York, NY

3/2012 – 5/2012

Grassroots Presidential Campaign Organizer

- Spearheaded efforts to organize groups of Brooklyn neighborhoods to distribute marketing materials and increase awareness of the issues in their areas; recruited over fifty new volunteers to help out with the campaign; drafted marketing materials targeted to each community based on input from each neighborhood group
- Researched and drafted complete press lists for the state of Texas including all print, web, TV and radio media
- Planned, marketed, and staffed volunteers for several events in the Greater NYC area

Fox Point Capital Management, LLC, New York, NY

2/2008 – 4/2011

Executive Assistant

- Provided administrative/research support to four financial analysts and one portfolio manager at a \$500M boutique hedge fund
- Managed all sell-side broker relationships to secure meetings with corporate management teams, investor relations representatives and research firms
- Assisted with equity research including outlining company histories, researching C-level executive and management team backgrounds, and aggregating all key events and pertinent information on tickers-of-interest for each analyst
- Prepared expense reports and managed research-related costs

Modern English School, Barcelona, Spain

10/2006 – 6/2007

English Teacher

- Taught beginner and pre-intermediate English classes to students aged four to adult at a private English school

US Army Corps of Engineers, Columbus AFB, MS

4/2005 – 8/2006

Office Manager

- Acted as liaison between engineers and contractors for major building projects on Columbus Air Force base, including the construction of a control tower and T-6 hanger
- Managed filing system for contracts and office files; processed contractor submittals in RMS database
- Answered phone and directed all company correspondence, both internal and external

EDUCATION

Mississippi University for Women, Columbus, MS

5/2006

BS Business Administration - Marketing Concentration

Oxford House College, Barcelona, Spain

9/2006

Trinity TESOL Certification

SKILLS

- Proficient in all Microsoft Office Suite applications, project management, energy efficiency auditing, lighting upgrades, research, Adobe InDesign, Constant Contact, copywriting, financial websites, RMS database, teaching English as a Second Language (ESL); conversational Spanish