

248-939-7828

Megan Simanca

megannsi@yahoo.com

Dedicated and focused professional who specializes in administrative support, excels at prioritizing and completing multiple tasks simultaneously and is committed to delivering high quality results with little supervision. Energetic, organized and professional.

WORK EXPERIENCE

EXECUTIVE ASSISTANT TO THE PRESIDENT

July 2018- present

CastleBranch – Wilmington, NC

VIDEO SERVICES COORDINATOR

Nov 2017 – July 2018

University of Michigan – Ann Arbor, MI

- Consulted with patrons to determine needs then filter to correct department.

DISTRICT ADMINISTRATOR

Feb 2017 - Aug 2017

CVS Pharmacy – Wilmington, NC

- Scheduled meetings, interviews and appointments for district manager and pharmacy supervisor, screened telephone calls from employees, the community and customer complaints.
- Processed weekly payroll for 65 pharmacists using Work Brain software and made and maintained pharmacy schedule.
- Organized monthly manager meetings offsite. Reserved conference rooms, planned lunch and set up audio video equipment.

DATA MANAGER

Feb 2015 - Feb 2017

Telics - Wilmington, NC

- Provided administrative support to 20 Time Warner Cable Construction Coordinators.
- Managed construction jobs in data management system known as DOCK.
- Traveled to and from Charlotte quarterly to train new employees on the DOCK system and explain any updates.

REALTOR

Keller Williams – Ann Arbor, MI

May 2013 - Nov 2014

FREELANCE PRODUCTION POSITIONS

May 2005 - April 2013

Executive Assistant to Producers

Freedom Films – Sherman Oaks, CA

Executive Assistant to the SVP of Production

Viacom (MTV) - Santa Monica, CA

Office Production Assistant

Disney “Austin & Ally” and “Zeke & Luther” – Los Angeles, CA

CRAVE (Feature Film) – Detroit, MI

Floor Manager/Camera operator

CBS “First Forecast Mornings” - Detroit, MI

ABC “Good Morning Carolina” - Wilmington, NC

Locations Assistant

WE “She House” – Wilmington, NC (intern)

EDUCATION

University of Michigan 2008, BA Film & Video Studies