

375 Penn Court, South Windsor, CT 06074

(H) 860-555-5555 (C) 860-555-5555

Email: marketmewell@yahoo.com

## MEAGHAN DONNELLY

---

### SUMMARY

A hardworking, energetic marketing professional with over twenty years experience working in insurance and legal industries. Demonstrated expertise in various aspects of negotiating/managing projects and event planning. Strengths include attention to detail, perseverance and the ability to work independently as well as a member of a team. Seeking a challenging position that will use my interpersonal & problem solving skills.

### EDUCATION

**Manchester Community College**, Manchester, CT

Enrolled in Associates in Science Degree program, Marketing

Related Coursework: *Principles and Methods of Marketing I, Managerial Communications, Principles of Microeconomics, Business Law I & II, Financial Accounting, Psychology, Introduction to Sociology, Legal Environment of Business, Cooperative Education Fieldwork Experience.*

Professional Development Coursework: *The Art of SpeedReading People* (October 2005), *Project Management Skills* (August 2005), *How to Design A Brochure* (June 2004)

**Rider University**, Lawrenceville, NJ

Associates in Science in Business Administration

### COMPUTER SKILLS

Proficient using Microsoft Office (Word, Excel, Access, PowerPoint), Microsoft FrontPage and Ariba.

### MARKETING EXPERIENCE

Maintain and revise product line web content on both public and company platforms. Update product marketing material and perform technical reviews on a regular basis. Develop and distribute bi-weekly on-line newsletter, obtaining content through various departments. Prepare internal communication announcements for employee distribution. Coordinate trade shows and sales meetings for regional sales distribution. Identify opportunities for sales, design and facilitate booth displays, and negotiate prices for vendor purchases.

### ADMINISTRATIVE EXPERIENCE

Coordinated all activities for AVP of Marketing including travel plans, seminar and training sessions for field sales office. Managed event budgets and planned organizational events. Designed and implemented tracking system to maintain status of submissions, revisions, final documents and renewals. Developed monthly budget expense reports. Investigated and researched account payable expense discrepancies. Provided key budget/expense backup for budget development and website training.

### LEGAL EXPERIENCE

Prepared legal documents, trusts, wills and estate planning. Coordinated, organized and supervised installation of networking office. Prepared foreclosure complaints, subpoenas and summons. Completed billing procedures and financial affidavits. Prepared bankruptcy petitions. Processed litigation in foreclosures and dissolution of manages. Communicated with attorneys, clients and court officials.

### PROFESSIONAL WORK HISTORY

<b>Marketing Coordinator</b> , <u>Lincoln Financial Group</u> , Hartford, CT	2003 – Present
<b>Executive Assistant</b> , <u>Lincoln Financial Group</u> , Hartford, CT	1998 – 2003
<b>Senior Legal Assistant</b> , <u>Copp &amp; Berall, LLP</u> , Hartford, CT	1994 – 1998
<b>Legal Assistant</b> , <u>Krass, Jacobson &amp; Gusssak</u> , Hartford, CT	1993 – 1994
<b>Legal Assistant</b> , <u>Beck &amp; Eldergill, P.C.</u> , Manchester, CT	1992 – 1993
<b>Marketing Administrative Assistant</b> , <u>CIGNA Corporation</u> , Bloomfield, CT	1984 – 1990