

Meghan Mahoney

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Energetic, creative project management leader passionate about learning, collaboration, and bold ideas. Known for turning vision into action, supporting teams with purpose, and delivering high-impact results through strategy, growth, and operational excellence.

WORK EXPERIENCE

The Ohio State University

Columbus, OH

Business Operations Specialist

January 2025 - Present

- Leads daily operations for the Army ROTC department, managing procurement, endowment budgeting, academic support, travel logistics, and scheduling while serving as the department's primary university liaison
- Supervises three student workers and manages front-office operations; coordinates events and leads external partnerships, website updates, and fundraising; supports cadet recruitment and admissions policy updates
- Plans and executes high-impact projects, including the 2025 Spring Awards Ceremony; managing timelines, stakeholder coordination, and scholarship disbursement for 65+ awards and \$72K in scholarships

Citizen Relations

Los Angeles, CA

Senior Coordinator, Digital Strategy

October 2023 - October 2024

- Specialized in marketing and communications services, project management, scheduling, reporting, and strategic planning for clients United States Steel Corporation and Schools First Federal Credit Union
- Owned end-to-end marketing workflows, building task lists and timelines in Asana across accounts; identified production inefficiencies and streamlined processes to ensure high-quality results and on-time delivery
- Led daily client communications for social content and community engagement campaigns; developed briefs, translated feedback for production teams, and aligned content with priorities, trends, and quality standards

Coordinator, Digital Strategy

October 2022 - October 2023

- Specialized in content strategy, copywriting, and community engagement for consumer brands; notable clients during the first year of work included Procter & Gamble, VinFast, and the University of Toronto Scarborough
- Led community management, content planning, and monthly reporting for Kidde Fire Safety; helped execute the brand's Cause For Alarm social media campaign which educated families on home fire safety preparedness
- Created monthly organic social calendars and led reporting for Zevo's Meta accounts; managed Zevo's production schedules and created project timelines that included multiple teams across the agency

SDSU Strategic Communications and Public Affairs Office of the President

San Diego, CA

Social Media Strategist & Marketing Intern

October 2021 – May 2022

- Supported the Office of the President's Social Media Strategist with content planning, creation, and execution, with a primary focus on launching and growing the university's newly verified TikTok account
- Produced and filmed TikTok videos that cumulatively gained over 225,000 views, contributing to a 360% increase in account followers by the end of the internship
- Collaborated with the Strategic Communications team to brainstorm creative concepts for the university's rebranding, which launched in March 2022 for SDSU's 125th anniversary

EDUCATION

San Diego State University

San Diego, CA

Bachelor of Science in Business Administration – Marketing Major

May 2022

Weber Honors College Minor in Interdisciplinary Studies

- **Honors:** Phi Beta Kappa, *summa cum laude* (3.92 GPA)

SKILLS & INTERESTS

Skills: Project Management, Event Planning, Reporting, Customer Service, Office & Administrative Management

Interests: Higher Education, Health & Wellness, Student Success, Women's Empowerment, Running, Surfing, Travel

Involvements: The Businesswomen of Los Angeles Leader, Bumble EmpowHER Event Panelist, International Fact Finders 2020 Participant, Gamma Phi Beta Sorority Alumna, Girls on the Run Coach, TAMID Group at SDSU Alumna