

Meghan Mahoney

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Energetic and strategic program management professional passionate about learning, collaboration, and operational precision. Known for turning vision into action, supporting teams with purpose, and delivering high-impact results through thoughtful leadership and executional excellence.

WORK EXPERIENCE

Loyola Marymount University

Senior Administrative Coordinator

Los Angeles, CA

September 2025 – Present

- Supports the Huffington Ecumenical Institute, Bioethics Institute, and the Jewish Studies and Catholic Studies programs with fiscal management, procurement, event planning, scheduling, and academic operations
- Leads daily office operations for the programs, managing spaces and five student assistants, coordinating signature annual events, and overseeing marketing initiatives through social media and website development
- Plans and executes comprehensive events and programs for all departments, particularly for Jewish Studies, including the Kristallnacht Commemoration, HEFNU Conference, and 2026 Study Abroad Trip to Poland

The Ohio State University

Business Operations Specialist

Columbus, OH

January 2025 - June 2025

- Led 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
- Supervised three student workers and managed front-office operations; coordinated events and led external partnerships, website updates, and fundraising; supported cadet recruitment and admissions policy updates
- Planned and executed high-impact projects, including the 2025 Spring Awards Ceremony; managed timelines, stakeholder coordination, and scholarship disbursement for 65+ awards and \$72K in scholarships

Citizen Relations

Senior Coordinator, Digital Strategy

Los Angeles, CA

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

EDUCATION

San Diego State University

Bachelor of Science in Business Administration – Marketing Major
Weber Honors College Minor in Interdisciplinary Studies

San Diego, CA

May 2022

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

SKILLS & INTERESTS

Skills: Project Management, Event Planning, Reporting, Office & Administrative Management, Client Communication

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

Involvements: The Businesswomen of Los Angeles Leader, Venice Run Club Member, Gamma Phi Beta Sorority Alumna