

# MEGAN ORR

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## Summary of Qualifications

- Extremely driven individual who has a passion for ensuring high-level communication and has experience planning high-caliber events for Ontario's top CEO's.
- Hired full time after completion of co-op position at Ontario Global 100 and continued working while also maintaining an honours undergraduate degree.
- Acquired knowledge on how to work both individually and collaboratively in a multi-task, multi-functioning team environment.
- Strong writing, editing, and visual communications skills, as well as a high level of comfortability using software applications and social media platforms.
- Extremely motivated, organized and determined individual.

## Education

**Master's Degree - Master of Professional Communication (MPC)** **Sept 2024- Aug 2025**  
Toronto Metropolitan University (TMU), Toronto, ON

- The Master of Professional Communication (MPC) is a one-year graduate program that blends theoretical knowledge with practical skills development in the field of communication.
- Received an entry level merit based scholarship.
- Received employment from the Institution for a communications and events related position.
- Received The Creative School Graduate Development Award in Winter 2025.

**BAH Undergraduate Degree - Psychology Honours (Co-op)** **Sept 2020- April 2024**  
University of Guelph, Guelph, ON

- Completed coursework in communications and events related fields within undergraduate degree.
- Achieved Dean's Honours List various times as a result of obtaining an average over 80% each semester.
- Received an in-course scholarship and bursary in fourth year of study of undergraduate degree.
- Successfully Graduated with High Distinction from this Institution.

## Relevant Experience

### **ProCom Alumni & Events Intern - Toronto Metropolitan University    Jan 2025- April 2025**

- Conducted comprehensive data collection and analysis for the MPC Alumni Report, providing valuable insights to inform future engagement strategies.
- Planned and executed the MPC 15-Year Anniversary Event, managing all aspects of event coordination and ensuring a successful celebration.
- Developed and revised key organizational documents, including the constitution, communication plans, and branding & content strategies to align with evolving program goals.
- Designed and led the PCAA's social media content strategy, driving engagement and enhancing the association's online presence.
- Identified and leveraged key opportunities for alumni engagement, fostering meaningful collaborations that support the growth and development of the PCAA, its members, and the ProCom program.
- Managed and maintained a repository of assets, including photos, templates, and social media content, ensuring consistent branding and easy access for team members.

### **Graduate Assistant - Toronto Metropolitan University**

**Sept 2024- Aug 2025**

- Assisted in the instruction of three third-year courses at Toronto Metropolitan University.
- Participated in employer orientation workshops and training sessions to enhance knowledge of course topics and align with institutional expectations for teaching and employee performance.
- Evaluated and graded assignments and major projects, providing detailed feedback to students based on both pass/fail criteria and letter grading scales to support academic growth.

### **Communications, Events & Admin Assistant - Ontario Global 100    Sept 2022-Present**

- Assisted in planning and coordinating various events, managing key logistics such as AV requirements, event oversight, food and beverage planning, and ensuring smooth execution of event operations.
- Supported recruitment campaign coordination by designing and developing targeted recruitment webpages for potential candidate companies, enhancing outreach efforts.
- Utilized social media analytics to curate tailored and engaging experiences for participants, fostering stronger connections and increasing audience interaction.
- Demonstrated a strong passion for visual communications, contributing to the creation of visually compelling content across platforms.

- Supported event promotions through the creation of marketing materials, including swag, email footers, reminders, registration flyers, and packages to enhance attendee experience and drive engagement.
- Drafted event summaries, contributed to regular blog posts, and sourced relevant content for the weekly portal digest.

**Volunteer Program Coordinator - The Grove Hubs, CMHA      January 2021-April 2021**

- Coordinated the scheduling and onboarding of volunteers for wellness hubs, ensuring adequate support for daily activities, special events, and programs aimed at assisting youth.
- Developed, organized, and maintained both current and new data for the company, ensuring efficient tracking of volunteer participation and event-related metrics to inform future planning.
- Utilized Excel to create detailed spreadsheets for tracking event logistics, volunteer schedules, and other data points, contributing to improved event execution and operational efficiency.
- Planned and organized activities and events for each wellness hub, ensuring volunteers were well-prepared to lead engaging and impactful sessions for youth participants.
- Communicated with volunteers and hub employees to ensure accurate tracking of weekly volunteer attendance, event staffing needs, and other logistics for smooth event operations.

**Customer Service Associate- Chudleigh's Entertainment Farm      June 2021-Oct 2022**

- Assisted in coordinating and overseeing weekend music events with live bands, alcohol service and ensuring smooth event operations.
- Supported admissions and guest services during events, ensuring seamless entry and exit for attendees.
- Delivered food and beverages to tables during events, maintaining high service standards.
- Collaborated with the team to ensure all event logistics, including setup and guest experience, were handled efficiently.

**Staging Assistant- Smart Staging And Design      July 2019-Sept 2019**

- Assisted in setting up and staging spaces, ensuring proper arrangement of furniture, decorations, and equipment for a seamless event and client experience.
- Managed logistics for staging preparation.
- Handled and moved event materials, including customer boxes weighing up to 40 pounds, ensuring safe transport to and from staging areas.
- Collaborated with the event team to create a professional atmosphere, adhering to specifications and maintaining a high standard of staging presentation.

## **Certifications**

**Respect in the Workplace - *Respect Group***

**May 2023**

**Smart Serve - *Smart Serve Ontario***

**September 2022**

**Professional and Career Development - *University of Guelph***

**May 2024**

**Social Media Marketing - *HubSpot Academy***

**July 2024**