

MORGAN MESSICK

WRITING | MARKETING | PODCASTING | MEDIA

CONTACT

P (210) 562-0812
E MissMorganMessick@gmail.com
L Austin, TX
➔ MorganizedMess.com

EXTRACURRICULAR

Volunteer with Pug Rescue Austin, Habitat for Humanity, & United Way for Greater Austin

EDUCATION

Lyon College, 2011
B.A. Theater & Anthropology

ORGANIZATION

Austin Alliance for Women in Media

SKILLS

Creative Writing | Editing
Podcasting | Hosting
Audio Editing | Content Curation
Marketing | Communications
PR | Relationship Management
Social Media | Design
Event Planning | Office Coord.
Wordpress | SEO
Accounting | Budgeting

WORK EXPERIENCE

2017+

B&B Podcast

Creator | Producer | Co-Host | *Current*

*Create Content | Produce Show | Edit |
Social Media Management | Co-Host*

2017-18

Next Century Publishing

Marketing Director

*Branding | Coordinate Author Marketing |
Write Articles | Curate Best Practices |
Create Procedures | Social Media | Manage
Marketing Team | PR coordination*

2017-18

GoRead.com (NCP Sister Co.)

Media Specialist & Writer

*Write Articles, News, Blog for the website |
Newsletter Curation | Write Scripts for FB
Live Show "Cover to Cover" | Co-Host C2C |
Curate Video Shorts | Conduct Author
Interviews | Social Media | Create Content*

2016-17

Kerbey Lane Cafe Corporate

Staff Accountant & Office Coordinator

*Open Book Management | Budgeting &
Planning | GGOB Coach | Periodic
Reconciliations | Corporate CC
Management | Vendor Management | Sales
Tax Recon | Event Planning (Team
Building, Corporate Events, Parties,
Volunteer Programs, etc.), Office Upkeep &
Coordination*

2012-16

Kerbey Lane Cafe Corporate

Product Manager & Accounts Payable

*Retail Product Management | Attend Food Shows
Marketing Strategy | Process PO's | Accounting |
Demo Management | Online Store Manager | AP |
AR | Check Runs & ACH | Invoice Recon |
Balance GL | Filing | Office Admin*

2011-12

Healing Touch Program

Admin Assistant | Store Manager

*Data Entry | Student Liaison | Online Store
Manager*