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## MEGHAN HOWARD

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### PROFESSIONAL PROFILE

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- Professional journalist with 10 years of significant reporting experience and expertise in writing, editing, layout and design – particularly in print and electronic media.
- Skilled investigative researcher with ability to use multiple tools to understand and re-package material comprehensively under tight deadlines.
- Published author of numerous public relations and promotional materials geared to address specific client needs, including text writing and design for proposals, presentations, websites, brochures, pamphlets, educational booklets and advertisements.
- Experienced staff manager responsible for assigning stories, approving copy and photographs, proofreading, editing and writing all editorial page commentary.
- Trusted policy and communications advisor to senior political officials in municipal and provincial government, often dealing with confidential and sensitive materials. Confident and effective problem-solver and decision-maker, even in demanding and time-sensitive situations.
- Team-oriented leader in political campaign, media event and corporate meeting organization.
- Trained photographer using traditional or digital cameras, with experience in darkroom and computer-based photo retouching.
- Proficient and comfortable using numerous computer programs including QuarkXpress, Adobe Photoshop, Microsoft Publisher, Microsoft Office, XP (Word, Excel, Front Page, Outlook Express) MS Windows, NT, XP, and Dreamweaver.

### PROFESSIONAL EXPERIENCE

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#### **Vice-President** *Megram Consulting Services*    **2003 to present**

- Staff writer, editor and public relations manager with responsibilities including researching and writing reports, newsletters, proposals, presentations, brochures, pamphlets, and educational booklets.
- Working in association management, directly supporting the company President in meetings, board advisement, problem solving, and writing all required communiqués.
- Website developer and designer, responsible for maintenance and upgrades.
- Layout and creative designer using Microsoft Publisher and QuarkXpress for public relations material.
- Manage and update databases.
- Event planner and coordinator.

**Public Relations/Political Assistant** *Government of Ontario* **2000 to 2003**

- Worked on behalf of the Ontario Government on policy advisement, media messaging and providing information to the public on legislation and regulations for the Minister of Energy.
- Played instrumental role in high cost project grants, working as a liaison between the government, applicants and recipient organizations.
- Wrote and designed all direct-mail publications, advertising, press releases, backgrounders and web site information.
- Organized and co-ordinated events, press conferences and meetings.

**Editor** *Nepean This Week* **1998 to 2000**

- Redesigned look and layout of the 42,000-circulation newspaper.
- Manager of 13 member staff and editorial department.
- Responsible for all design, layout, story assignment, and editorial content.
- Wrote and edited copy for the editorial pages and regular news, feature, political and sports coverage.

**Senior Reporter** *Nepean This Week* **1998 to 1999**

**Reporter** *Eganville Leader & Cobden Sun* **1998**

**Freelance Reporter** *Brockville Recorder & Times* **1995 to 1998**

**EDUCATION**

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**Carleton University School of Journalism** 1991 to 1995

- Bachelor of Journalism Honours Degree
- Four years on the Dean's Honours List

**HONOURS & AWARDS**

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- **Bursary Recipient** Royal Canadian Legion (Renfrew Branch) 1991
- **Journalism Scholarship Recipient** Ottawa Citizen (Four years) 1991-1995
- **75th Anniversary Medallion Recipient** Royal Canadian Legion (Bells Corners Branch – for Excellence in Journalism & Community Coverage) 2001

**ADDRESS**

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7 Lorne Street  
Renfrew, Ontario K7V 1L1

Telephone: (613) 433-9732  
Email: [meghan@megram.com](mailto:meghan@megram.com)