

# Meg McCave

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As a story curator and question-asking enthusiast, I'm dedicated to creating brand-friendly content with passionate trailblazers. My goal is to showcase captivating tales that make a positive, innovative impact on the world. Let's collaborate to elevate your message and make waves in your industry.



## Experience

**Insight Productions, LLC | Field Producer, Director of Web Technology | Sept 2017 – Present**

**Freelance Creative Developer | Sept 2015 – Present**

Maly Marketing | Senior Web Programmer & Digital Marketer | Oct 2014 – Sept 2015 | Lincoln, NE  
UNL Student Veterans Organization | Work-Study & President | Jan 2013 – Dec 2015 | Lincoln, NE  
Verizon Wireless | Customer Service Rep | Oct 2011 – Mar 2012 | Lincoln, NE  
Impact Sand & Gravel | Executive Assistant | Feb – Sept 2011 | Las Vegas, NV  
Wamaframa Records | Personal Assistant | Nov 2010 – Feb 2011 | Henderson, NV  
CBS Radio | Graphic Designer | Jan 2009 – Nov 2010 | Las Vegas, NV  
Dept. of Veterans Affairs | Admin Assistant | Feb – Dec 2007 | Fort Gordon, GA  
Peak Employment | Customer Service Rep | Mar – Sept 2006 | Augusta, GA  
US Army | Intelligence Analyst | June 2003 – Dec 2005 | Fort Hood, TX

## Field Producer

As a seasoned field producer, I know how to make media magic happen. With a strong background in researching, planning, and executing on-location shoots, I am a pro at crafting compelling narratives that captivate audiences and drive results. I bring an eye for detail and a deep understanding of storytelling to every project, and I'm passionate about making sure every shot counts.

Logistics, budgets, talent, oh my! Managing all the moving parts of a shoot can be overwhelming, but I thrive in fast-paced environments and consistently deliver high-quality content on time and on budget. I'm an expert in coordinating logistics, scouting locations, conducting interviews, directing talent, and overseeing post-production. Whether it's a documentary, a television show, or a branded content campaign, I'm always committed to bringing out the best in every project and helping it achieve its full potential.

I'm a collaborative team player who loves working with diverse groups of people. I'm constantly looking for new opportunities to learn and grow in my craft and always up for a new challenge. From developing unique stories to editing short-form documentaries, I'm ready to take on whatever comes my way. I believe in maintaining constant communication with clients, ensuring they have a creative voice in the process and are kept up-to-date on the timeline. Let's make some media magic together!

## Director of Web Technology // Freelance Web Developer // Senior Web Programmer & Digital Marketer

I am a tech-savvy problem solver who specializes in crafting bespoke websites and applications to help businesses excel online. With years of experience under my belt, I have a proven track record of delivering exceptional results that cater to the unique needs of my clients.

My expertise lies in custom theme and plugin development, front-end and back-end development, e-commerce solutions, responsive design, and website optimization. I am a WordPress aficionado who keeps abreast of the latest trends and technologies in the industry. My communication skills are top-notch, and I am always able to explain complex technical concepts clearly and concisely.

Whether I am designing a new website from scratch or optimizing an existing one, I always prioritize delivering a user-friendly, visually appealing product that meets my client's business goals. I am a team player who enjoys working closely with clients to understand their needs and craft solutions that surpass their expectations.

## Education

University of Nebraska  
at Lincoln  
B.J. Advertising &  
Public Relations

Georgia Military College  
Augusta,  
GA Associate Degree 2007  
Dean's List

## Skills

Writing  
Storytelling  
Interviewing  
Post Production  
Adobe Creative Suite  
Budget Management  
Collaboration  
Public Relations  
Enthusiastic Creativity  
Attention to Detail  
Highly Organized  
Event Coordination  
Live Streaming  
Podcasting  
WordPress Development  
SEO Optimization  
Satellite Communications

### Work-Study & President // Customer Service Rep // Executive Assistant

As a Work-Study and eventual President of the UNL Student Veterans Organization, I was responsible for recruiting new members through creative avenues such as social media, on-campus signage, and networking with organizations throughout Lincoln & Omaha. I also developed engaging content and refreshed our website, making sure it was user-friendly for all members. As the go-to person for event coordination, I orchestrated our headquarters relocation and secured donated furniture, food, and services for the move. I even assisted student Veterans in adjusting to civilian life while creating a welcoming recreational environment.

In my role as a Customer Service Rep, I worked in a fast-paced and intense environment, handling inbound requests for all sorts of issues, including service agreements, renewals, billing, and accessories. I made sure every customer left the interaction feeling heard, satisfied, and valued. Promoting an environment offering 100% customer satisfaction was my number one priority.

As an Executive Assistant, I took on a variety of tasks such as preparing and submitting construction bid proposals to various city, state, federal, and private sector entities. I also designed and assembled marketing materials in both digital and physical capacities, ensuring our message was clear and concise. I took charge of managing the IT department, troubleshooting minor issues, reconciling company credit cards, and submitting applications for various city and state departments.

### Personal Assistant // Event Specialist & Sales Assistant

As a Personal Assistant, I was the ultimate jack of all trades. I provided top-notch support to the talent on TV production sets, ensuring their every need was met with a smile. From planning and coordinating estate events to implementing organizational systems in the home office, I kept things running smoothly and efficiently. When the head of the household was away, I served as the estate representative, managing schedules for residents and contractors on the property.

I also put my creativity to work as an Event Specialist and Sales Assistant for six radio stations. I designed eye-catching vendor signs, print ads, logos, event banners, and more for events with diverse demographics. And when it came to on-site coordination, I was a pro at assisting with every detail. On top of that, I bolstered the web department with graphics for radio cluster websites and prepared killer sales packages for account executives to present to clients and businesses. I managed spreadsheets and databases associated with internal and external events, ensuring that every detail was accurate and organized to perfection.

My experience in these roles gave me a wide range of skills and a passion for bringing creativity and efficiency to everything I do.

### Administrative Assistant // Customer Service Rep

As an Administrative Assistant and Customer Service Rep, I was the go-to person for all things paperwork! I helped clients complete disability claims and secure home loan certificates, and I managed Counselors' meeting schedules like a pro. I computerized and maintained personal files for clients claiming disability, ensuring their medical records and personal information were handled with care. I also designed and printed custom flyers, brochures, and pamphlets to promote our services, and I prepared membership contracts for our valued customers. And of course, I always answered phones and met with clients in a friendly and professional manner, promoting a comfortable and efficient atmosphere.

### Intelligence Analyst

As an Intelligence Analyst, I had the opportunity to operate and maintain a range of cutting-edge satellite communication systems during my deployment in Iraq. Not only did I keep these systems in top condition, but I also used my creativity to design eye-catching informational fliers and keep company information boards up-to-date. Additionally, I managed all human resource documentation for incoming personnel, ensuring a smooth onboarding process, and prepared essential company documents, requests, certificates, and daily newsletters. With my attention to detail and love for organization, I was able to contribute to the success of our team in an impactful way.