



MEGAN JOY VOLLSTEDT

CONTACT



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EDUCATION

- Iowa State University,
Magna Cum Laude
- Bachelor of Arts, English
- Minor, Advertising
- May 2012

SKILLS

- AP style
- HTML
- Drupal platform
- SiteViz CMS
- QuickBooks accounting software
- JIRA issue and project tracking software
- Microsoft Office Suite
- Wdesk application
- Social media platforms

PROFESSIONAL EXPERIENCE

EXECUTIVE DIRECTOR

Iowa AgriTech Accelerator | June 2017–Present

- Conduct and manage selection process to enroll startups to the program
- Develop and oversee program specifics
- Provide lead support to entrepreneurs-in-residence
- Coach and counsel mentors in the program
- Support, nurture and foster mentor relationships among new and existing mentors
- Identify and maintain corporate and public sector partnerships
- Solicit and use feedback from startups, alumni, mentors, corporate partners, and the ecosystem to help evolve the program
- Manage budget and reporting to two boards of directors
- Mentor, coach and lead the startup teams and individuals
- Present at industry events and conferences

SENIOR CORPORATE COMMUNICATIONS EDITOR

Workiva, Inc. | April 2013 -June 2017

- Ensure communications via intranet, weekly company newsletter, and digital signage are accurate and engaging for a company of 1,200 employees
- Manage a full-time direct report
- Train new hires in orientation workshop on use of intranet and communications channels
- Facilitate inter-office communications between 16 cities worldwide and 20 internal teams
- Facilitate external and internal communications for Workiva IPO and corporate name change
- Co-write and copy edit public-facing materials such as sustainability report and press releases
- Work cross-functionally with management on Information Technology, Human Asset Management, Facilities, and Marketing teams

CORPORATE COMMUNICATIONS COORDINATOR

Workiva, Inc. | May 2012 – April 2013

- Collaborate with Customer Success, Development, Marketing, and Talent Acquisition teams to develop a summer internship program – in 2012, served 49 interns across three cities and in 2013, served 86 interns across six cities
- Scale communications strategy to accommodate growth from one to 15 offices worldwide
- Engage and build rapport with employees to facilitate the sharing of company news and events
- Develop strategy for internal campaigns including graphics, video and photography, messaging, timelines, and logistics
- Apply knowledge of HTML and Drupal platform to distribute and enhance content on intranet

COMMUNICATIONS INTERN

Workiva, Inc. | Feb. 2011 – May 2012

- Report directly to CEO and Advisory Board for internal communications updates
- Work cross functionally with Information Technology, Marketing, and Human Asset Management teams to develop and launch company intranet
- Responsible for intranet content maintenance and direction of site functionality

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VOLUNTEER EXPERIENCE

PRESIDENT-ELECT, EXECUTIVE COMMITTEE, YOUNG PROFESSIONALS OF AMES

Jan. 2017 - July 2017

- Monitor organization's membership base and report to board on active and inactive membership stats
- Fulfill Webmaster duties for weekly newsletter and website
- Coordinated Jan. 2017 "Cyber Security" Lunch & Learn for 30 members and nonmembers

BOARD MEMBER, WEBMASTER, YOUNG PROFESSIONALS OF AMES

Jan. 2016 - Jan. 2017

- Collect and edit content for weekly newsletter distribution to all members
- Maintain website content and troubleshoot online membership and event registration

MARKETING COMMITTEE MEMBER, YOUNG PROFESSIONALS OF AMES

April 2015 - Jan. 2017

- Collect and adapt content for Ames Business Monthly publication
- Manage Facebook and Twitter accounts

STORY COUNTY GO RED HEART HEALTHY CHALLENGE

Feb. 2015 - Feb. 2016

- American Heart Association spokesperson for Story County activities

CAMPUSTOWN ACTION ASSOCIATION

June - Oct. 2016

- Summerfest welcome table event volunteer
- Crafts and Draughts craft activities volunteer

AMES COMMUNITY ARTS COUNCIL BOARD MEMBER, TREASURER/SECRETARY

June 2013 - April 2016

- Pull monthly savings and checking account reports from QuickBooks, balance checking
- Execute art activities during community events, help plan and implement annual Arts Awards
- Help align rebranding of marketing collateral such as logo, website, and promotional materials

ACCOMPLISHMENTS AND LEADERSHIP

- Workiva Human Asset Management Advisory Board member, Sept. 2014 - June 2017
- Octagon Arts Center Community of Artists Exhibit artist, June 2017
- Iron Pen Writing Contest Poetry judge, Feb. 2017
- PR News Digital PR Awards "Intranet" winner, Oct. 2016
- PR News Digital PR Awards "Employee Communications Online" finalist, Oct. 2016
- PR Daily "Internal Communications Design, Visual and InfoGraphics" winner, March 2016
- PR Daily "Intranet Best Value to Employees" honorable mention, March 2016
- Iron Pen Writing Contest Poetry first place winner, Feb. 2016
- Story County Go Red For Women Hearth Healthy Makeover Challenge Speaker, Jan. 2016
- Midwest Writing Center Writer's Block E-Magazine Issue 3 poetry published, 2015
- Biblio, Books for Life online series "Books and Me," blog published, July 2015
- GoodReads Newsletter Poetry Contest winner, Feb. 2015