



MEAGHAN HOFFMAN-NEGLIA

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Summary

Flexible and focused team player with expertise in customer relationship management, HR proficiencies, strategic planning and time management. Considered knowledgeable in information technology, front-end design, and marketing concepts with a concentration in SEO.

Skills

- Google Docs/Classroom
- WordPress
- HTML5
- CSS
- Google Analytics
- Wix
- Facebook/Twitter/Instagram
- Microsoft Word/PowerPoint/Publisher
- IT Support
- Personnel recruitment
- Policies implementation
- Staff training and development
- Website copy
- SEO principles
- Social media proficiency
- Grammar skills
- Creative writing
- Proofreading

Experience

- Assistant Principal** 09/2013 - Current
Primary Prep Elementary & Middle School
- Met with teachers grades 3 - 8 weekly to discuss student progress
 - Reviewed lesson plans from teachers in grades 4 - 8
 - Observed and mentored teachers in grades 1 - 8
 - Oversaw implementation of new writing program in the Middle School
 - Created school schedules for grades K-8 Managed lunch duty for school year
 - Oversaw 8th grade graduation and ring ceremonies
 - Developed new "gotcha" reward system for the Middle School
 - Facilitated staff meetings to convey policy changes and hear employee input
 - Outlined, implemented and maintained personnel-related policies and procedures
 - Coordinated with school personnel, parents and students to determine disciplinary actions for behavioral issues
- Social Media Manager** 09/2015 - Current
Primary Prep Elementary & Middle School
- Set up school Facebook account
 - Sent out permission forms to student body for picture posting approval
 - Updated Facebook page
 - Posted recent school events
 - Boosted posts using Facebook Advertising
 - Kept track of ads using Google Analytics
 - Drafted and proofread marketing, advertising and website copy
- Website Designer** 01/2016 - Current
Primary Prep Elementary & Middle School
- Designed current school website (primaryprepc.com)
 - Keeps content up to date

- Participated in pre-project analysis and technical assessments to develop user-friendly interface and correct functionality to meet business objectives
- Reviewed information and elements regularly on websites and pages for accuracy and functionality

Human Resources Specialist

09/2013 - Current

Primary Prep Elementary & Middle School

- Educated job applicants of expected job tasks, compensation and benefits to set clear expectations
- Created job searches for open positions
- Made schedules and computerized sign in/sign out sheets
- Worked with HR manager to fill out required paperwork for any employees on leave
- In charge of onboarding new hires

Middle School Web Development Teacher

09/2019 - Current

Primary Prep Elementary & Middle School

- Introduced Middle School students to front end design principles
- Taught using code.org platform
- Instructed on basic concepts of HTML & CSS
- Guided students as they designed their own website

Middle School Language Arts Teacher

09/2001 - 06/2013

Primary Prep Elementary & Middle School

- Created lessons for Language Arts for grades 5 - 8
- Read novels such as *To Kill a Mockingbird*, *A Separate Peace*, *Night*, and *Speak*
- Encouraged students to learn through experience not just memorization
- Met with parents to discuss students' progress

Education and Training

High School Diploma

Saint Rose High School | Belmar, NJ

Bachelor of Arts: English

Saint Peter's University | Jersey City, NJ

Coursera Google IT Support Professional Certificate

Coursera | Online

Web Design Certificate

Treehouse Techdegree Front End Development | Online

Human Resources Development Certificate

Duke University | Online

Advanced Search Engine Optimization Certificate Course

Simplilearn | Online

JavaScript Bootcamp (currently enrolled)

General Assembly | Online

Activities and Honors

Member, St. Rose High School (Belmar, NJ) Athletic Hall of Fame

Websites, Portfolios, Profiles

- <https://hoffmanneglia.com/>
- <https://www.suzannemartenephoto.com/>
- <https://www.primaryprepjc.com>