

# MORGAN BAUMANN

MARKETING MANAGER,  
WEBSITE DESIGNER

www.the-website.design

I don't think I've ever been in a meeting with Morgan where she wasn't already planning ahead for new tasks and projects or was volunteering to do more for the team. This kind of work ethic has been with her for the entirety of our decade-long friendship. She's always dreaming, always yearning for the next step. If things didn't quite go the way she hoped, she would find a new path that she could follow to keep moving forward towards whatever was next.

- Former Colleague



## EXPERIENCE

**2022** | **Digital Media Manager**  
**Present** | CEEK LLC. / Remote, East Coast

Morgan is responsible for managing the external and internal marketing of CEEK with a strong focus of creating a diverse and inclusive workplace environment for both CEEK and our clients. Other more common titles for what I do are as follows: Digital Media Manager, Website Designer and Developer, Marketing Manager, Technical Writer, and Proposal Coordinator.

- Manages the company's social media accounts (LinkedIn, Facebook, Twitter, Instagram, GlassDoor, YouTube, and Indeed.)
- Acts as Proposal Coordinator and Technical Writer for incoming opportunities. Recently wrote the technical piece for a winning proposal.
- Currently transferring and rebuilding the company's website from Wix to WordPress utilizing both Divi and HTML/CSS.
- Writes blogs focusing on personal growth for both leaders and individuals.
- Utilizes Adobe Creative Suite to create unique media assets for brochures, documents, marketing slicks, social media, marketing campaigns, and other digital and printed media.
- Creates ADA compliant documents (Specifically 508) without sacrificing visual design elements.
- Helped create and maintain a tool list of critical information for all current and new tools being implemented at CEEK.
- Assisted with CEEK's technical security posture in regards to account and data security.

**2016** | **MULTIPLE ROLES**  
**2021** | Agile Defense, inc. / Reston, VA

As Digital and Social Media Specialist, Morgan was responsible for managing the external and internal marketing of Agile Defense. She was also instrumental in assisting with transition in periods upon contract awards by standing up micro-sites that held contract information, available positions, and contact information for appropriate POCs. Her efforts at Agile Defense did not go unnoticed as she won numerous internal awards including recognition for assisting in a \$10.5 million contract win, nominated for multiple Culture Awards, and receiving Cheers for Peers from multiple co-workers for her efforts.

## DIGITAL & SOCIAL MEDIA SPECIALIST

- Managed the company website and transition sites through WordPress using Divi and supported plugins.
- Utilized Adobe Creative Suite (Particularly Illustrator and InDesign) to create company swag, stationary, holiday cards, anniversary cards, internal documents, and other digital and printed media.
- Assisted the proposal department by creating and providing graphics for different efforts using both PowerPoint and Illustrator.
- Managed the company's social media accounts (LinkedIn, Facebook, Twitter, Instagram, GlassDoor, YouTube, and Indeed.)
- Assisted recruiting in designing and ordering tablecloths, backdrops, banners, etc.
- Managed relations with multiple vendors, including print shops, clothing manufacturers, etc.



## STATEMENT

Experienced Professional with a demonstrated history of working in the information technology and services industry with a focus on Department of Defense. Skilled in Digital Media, Graphics, Social Media, Communication, Proposal Coordination, Basic Server/Computer Maintenance, Wordpress, and Basic HTML/CSS. Always willing to learn and eager to do the best for her team mates.



## AREAS OF EXPERTISE

- WordPress
- Divi
- HTML/CSS
- Writing
- Social Media
- Adobe Creative Suite
- Blog Writing
- Web Design
- Proposal Support
- Photography
- Proficient in Spanish

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**2016** | **MULTIPLE ROLES CONTINUED**  
**2021** | Agile Defense, inc. / Reston, VA

## PROPOSAL COORDINATOR AND PMO

- Assisted with writing sections of proposals, primarily technical with a focus on DataCenter technologies, VMware, Cloud, and VTC.
- Oversaw Deliverables on all Agile Defense's contracts and opportunities (29 at the time).
- Was Project Coordinator Lead for Windows 10 Deployment Support opportunity for the United States Air Force across all CONUS and OCONUS locations.
  - Processed Travel Authorization Requests (TARs) for teams deploying to over 200 bases. Over 500 Full-Time Employees (FTEs) on the ground. Over 600 TARs had been submitted through our team, processed, and sent to SAF CIO for approval.

**2016** | **MARKETING MANAGER & SUPPORT TECHNICIAN**  
**Present** | AIS Network / Richmond, VA

- Manages the company's social media accounts (LinkedIn, Facebook, Twitter, Instagram, GlassDoor, YouTube, and Indeed.)
- Edited and created videos with Adobe Premiere Pro to showcase on the company's website as well as Youtube.
- Utilizes CRM tools such as HubSpot to manage Marketing Campaigns and Lead Generation.
- Creates, edits, and posts promotional and informational video segments using Adobe Premiere Pro, Promo, and Vidyard.
- Tracks tickets through ZenDesk and ensures tickets reach the correct Engineer that is on-call at the time.
- Is the hands-on individual at the company's DataCenter that is located in Ashburn. Assists with hardware repair/replacements, rebooting servers and ensuring cables are properly connected.

## OTHER EXPERIENCE

Northern Virginia Area

- Owns the-website.design, LLC where she offers Digital Media services including website design.
- Has provided freelance Proposal Management services for both Virginia State and Maryland State RFPs.
- Has experience live streaming different forms of content, such as video games and creative programs.



## EDUCATION & CERTIFICATIONS

- BA Information Communication Technology / Business, 2013  
Fonty's Hogescholen in 2015  
Eindhoven, Netherlands  
(incomplete)



## OTHER INFO & INTERESTS

Morgan is an animal-lover and has almost the equivalent of a zoo. Her companions consist of; two horses, three dogs, four goldfish, one turtle, and three bearded dragons. In her free-time Morgan enjoys a number of hobbies including; video games, working on her Focus RS, reading, and occasionally writing. She has spoken at numerous conventions and you may even recognize her from the Dedotaded Wam video on YouTube where she was a panelist at Orlando.