MEAGHAN C. DIFFENDERFER

EMPLOYMENT

April 2019- Present City Market/ Onion River Co-Op

Burlington, VT

Administrative Coordinator, Finance Department

- Process all invoices and mail for both locations of City Market/ Onion River Co-op.
- Prepare checks and online payment methods used to pay all vendors. Communicate with vendors and in-house buyers to locate any missing documents.
- Work with the entire Finance Department to streamline processes.

November 2017- April 2019

City Market/ Onion River Co-Op

Burlington, VT

Cashier & Head Cashier, Front End

- Greet customers and help run the customer service desk, including help answer customer queries and locating items across departments.
- Assist in running the sales floor, aiding other cashiers as needed, running breaks, and opening and closing the store as scheduled.

August 2016- November 2017 VT

BNI Vermont

Burlington,

Operations Administrator

- Process member applications, run monthly participation reports, compile newsletter, distribute all information to members, answer member queries. Manage payroll preparation for regional employees.
- Event planning for 250+ members (Awards Banquet, Annual Training, Annual Picnic).
- Managed social media (Facebook pages, Twitter, and Instagram).

EXPERIENCE

New Leaders Council Vermont

Burlington, VT

Communications Co-Chair

June 2020-Present Board Member

- Plan and execute social media and written communication on behalf of New Leaders Council Vermont Chapter.
- Participating as a member of the Diversity & Equity task force.

January 2020-June 2020

New Leaders Council Vermont

Burlington, VT

2020 Cohort Member

- Participate in training ranging from communications, fundraising, and coalition building.
- Cohort worked to raise \$10,000, while prioritizing mutual aid fundraising in the midst of COVID-19.

January 2020-Present United Electrical, Radio and Machine Workers of America (UE) Local 203 Burlington, VT Trustee

•Work with the Union Treasurer to complete quarterly audits.

April 2019- October 2020 United Electrical, Radio and Machine Workers of America (UE) Local 203 Burlington, VT Bargaining Team Member

- Elected representative of the bargaining unit at City Market/ Onion River Co-op. Helped create and distribute a survey for what changes employees would like to see while we bargain our new contract. Meet as a bargaining team with members of management to help ensure the rights' of employees are protected, including protecting the grievance process, paid holidays, and fighting for higher wages and working to maintain current benefit contribution levels.
- Take and distribute notes from each bargaining session to keep membership aware of agreements being made at the bargaining table with management.
- Communicate with the public, especially Co-op members, on how they can best support the employees of the co-op.

January 2019- January 2020 United Electrical, Radio, and Machine Workers of America (UE) Local 203 Burlington, VT Vice President

- Help lead and direct the union local and serve in other positions during vacancies, including taking and distributing notes, presenting the Treasurer's Report and/or Chief Steward's Reports and running the monthly membership meetings.
- Work on creating solidarity in social and labor movements throughout the greater Burlington area, keeping in contact with other union locals and sharing pertinent information with the members of UE Local 203.

March 2018- Present United Electrical and Machine Workers of America (UE) Local 203 Burlington, VT

Steward

• Guide and inform employees on their rights and represent them in meetings with management. Help mobilize members.

January 2018- November 2018

Rights and Democracy Vermont

Burlington,

VT Volunteer Office Coordinator

• Process and record donations to the organization, organize and inventory all merchandise, complete data entry, and assist the office and various campaigns in all ways necessary.

August 2014- April 2016 VT

Saint Michael's College Student Association

Colchester,

Secretary of Communications

- Communication to the entire student body including minutes for Student Government meetings, and distributing necessary information to the student body via paper postings and social media (Facebook, Twitter, Instagram). Maintained and renovated website for the student government.
- Student Representative on the Technology Task Force
- Chaired committee of 8 people, delegating responsibilities to them.
- In second year, chaired a second ad-hoc Diversity and Inclusion Committee, which advocated for staff development training regarding the student experience in the classroom with a focus on microaggressions encountered by students due to gender, race, and/or sexuality.
- Student representative for the President's Task Force for a Tobacco Free Campus, working with the Health Services, Admissions, and Marketing departments of the college to implement the campus-wide Tobacco Free initiative.

2012-2016

VT

Student Global AIDS Campaign

Colchester,

• Advocated for treatment and resources for people living with HIV globally. Planned and executed rallies and congressional visits both at local and DC congressional offices.

EDUCATION

2012-2016 Saint Michael's College Colchester, VT

- Bachelor of Arts, Music; Bachelor of Arts, Political Science; Theatre Minor
- Summa Cum Laude Graduate
- 2016 Community Service Award Winner

Chagrin Falls High School, Class of 2012

VOLUNTEER WORK & OTHER EXPERIENCE

August 2020- Present; Mari Cordes Vermont House of Representatives Campaign September 2017- Present; Children's Religious Education Committee, Burlington Friends Meeting April 2020- Present; Attendee & Contributor, Working Vermonters Legislative Caucus June 2018- November 2018; Christine Hallquist Gubernatorial Campaign