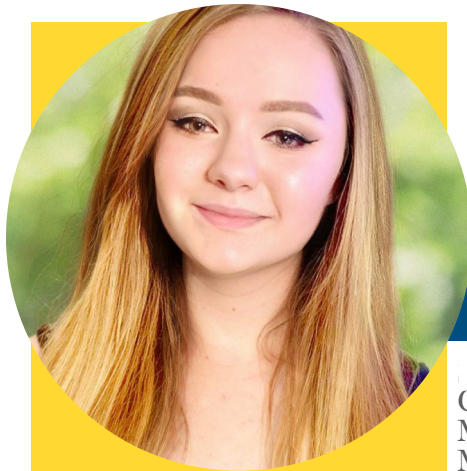




Emily Newcomb

CONTACT INFORMATION:

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BUSINESS COMMUNICATIONS | MARKETING

B.A. COMMUNICATIONS M. BUSINESS (GPA 3.9)

Cert. Computer Systems (GPA 4.0)

Member. National Society of Leadership & Success Honor Society

Member. National English Honor Society

President. Queer Student Coalition (SNHU)

What I Can Bring:

Fundraising, Event
Coordination, Leadership,
Research, Writing, Business
Analysis, Marketing, Business
Strategy, Project
Management,
Communication, Speech,
Microsoft Office, Windows,
Mac, IOS, Canva, Adobe,
Google, Web Development,
Public Speaking, Customer
Service, Documentation,
Problem Solving, Statistical
Analysis, Social Media,
Customer Experience, Grant
Writing, Salesforce, Tableau,
Teamwork, STEM, Agile
Methodology, Proofreading,
Grammar, Ticketing Systems,
SEO Tactics, Risk
Mitigation, Scope
Development, Client/
Stakeholder Interactions,
Market Research, Willingness
to learn new Skills!

RELEVANT EMPLOYMENT

COMMUNITY COORDINATOR | SNHU

MOST RECENT

- Support management in finding and securing grants for various causes.
- Provide professional insight into opportunities to support SNHU.
- Facilitate fundraising events.

GRANT WRITING INTERN | SEASIDE.

FALL 2022

- Assisted in researching new grant and funding opportunities.
- Applied Skills in grant writing to construct Letters of Interest for review by superiors.
- Create Proposals that outline to potential clients Seaside's vision.
- Successfully provided a meaningful impact during internship.

VOLUNTEER LIBRARY ASST. | MC. LIBRARY

2016-2019

- Organized Public Story Hour.
- Sorted & Organized new book arrivals.
- Worked closely with librarians on daily tasks.
- Assisted Customers daily.
- Documented, Provided Records, and Retrieved Public Data.

CUSTOMER SERVICE REP. | INTUIT/ALORICA

SUMMER 2019

- Provided customers updates on various issues.
- Spoke daily with clients to address software issues.
- Worked with team-members to correct ongoing issues.
- Researched and provided customers solutions ASAP.

STEM AMBASSADOR | WVU

SUMMER 2018

- Launched a summer-long program encouraging students within the McDowell County WV school district to pursue various careers in STEM. Introduced students to basic programming concepts, robotics, chemistry, mathematics, etc.