

Emily Lambert

(208) 539-0388 • emilylambert8674@gmail.com

EDUCATION

BA in Communications | *Brigham Young University* | Provo, UT (Dec. 2024)

- 4.0 GPA
- Awarded full-tuition scholarship for academic merit
- BYU Ballroom Dance Ensemble 2
- Relevant Coursework: Social Media & Digital Marketing, PR Research and Measurement, Media Law

PROFESSIONAL EXPERIENCE

Social Media Specialist | *BYU University Communications* | Provo, UT (2023-present)

- Trained students to film Instagram takeovers and respond to messages
- Monitored social media for any account illegally filming on BYU campus
- Tracked analytics for University Communications from June 2022-Novemebr 2023

Media Relations Specialist | *BYU University Communications* | Provo, UT (2022-2023)

- Interviewed professors about current research on campus and presented it to the University Communications office
- Communicated with all full-time professors in 4 BYU colleges
- Wrote and published 6 articles highlighting professor research for BYU News, including the 2nd most viewed article published by them in 2022

Research Assistant | *BYU History Department* | Provo, UT (2021-2022)

- Maintained accuracy transcribing journals for Dr. Jay Buckley
- Worked efficiently and managed time to complete all assignments on schedule
- Contributed to BYU's database of Native American explorers

Editor and Compiler | *Law Office of David Hamilton* | Twin Falls, ID (2017-2019)

- Proofread Statements to the Court with precision
- Drafted letters to the attending judge
- Indexed and sorted thousands of documents into a legible and searchable format
- Calculated and headed payments for a class-action case
- Maintained strict confidentiality

SKILLS AND CERTIFICATIONS

- SEMRush SEO Certification
- YouTube Data Certification through LinkedIn

SERVICE

Missionary | *The Church of Jesus Christ of Latter-day Saints* | Little Rock, AR (2020-2021)

- Called on to train new volunteers
- Communicated effectively with hundreds of people per month