

Emma Seligson
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Objective

Seeking a summer internship that will allow me to use and enhance my technical skills while exploring opportunities in the IT industry

Summary of Qualifications

- Dedicated, energetic, and results oriented
- Highly organized, ability to manage multiple projects
- Outstanding time management skills, meets deadlines
- Excellent verbal and written communication skills
- Strong attention to detail and thoroughness
- Excellent collaboration and relationship-building skills

Skills

Java	Object Oriented Programming	Blender
HTML/CSS	Google Web Masters Tools	Microsoft Office Expertise (Word, Excel, PowerPoint)
JavaScript	Google Analytics	Basic SQL
C	WordPress	JIRA
Mac OS, Windows OS, UNIX	ScreamingFrog SEO Spider	

Education

Bachelor of Science, Cognitive Science (Artificial Intelligence and Human Computer Interaction) **Expected graduation June 2019**
Minor: Computer Science
Minor: Statistics
GPA: 3.41
University of California, Santa Cruz

Relevant Coursework:

- | | | |
|------------------------|--------------------------|---|
| • Discrete Mathematics | • Abstract Data Types | • 3D Modeling |
| • Linear Algebra | • Probability and Theory | • Computer Programming for the Cognitive Sciences |
| • Data Structures | • Research Methods | |

Professional Experience

eHealth Insurance **July 2016 – Present**

SEO Administrator Intern

Responsibilities included administration of web content management systems including the generation and publishing of SEO content.

- Managed the design of multiple web pages using WordPress
- Developed UI enhancement proposals based on results from analytical tools
- Organizing HTML files and creating a referenceable repository
- Established heat map using hotjar.com to determine use patterns and determine flow improvements
- Analyzed internal/external link viability utilizing Screaming Frog SEO Spider tool
- Fact-checking and editing website content articles
- Researched keywords with high search volume using SemRush.com
- Evaluated 3rd party technologies and presented findings to management

Sugarloaf Fine Arts Camp, El Dorado County Office of Education

Camp Counselor

July 2016

Childcare Provider

July 2015

Responsibilities included supervising children during camp.

- Supervised and hosted camp activities. Mentor to young girls.
- Organized multiple group performances for camp talent showcase.

Volunteer Experience

Kappa Alpha Theta Fraternity

January 2017 – Present

Chief Administrative Officer

Responsibilities include supervising the general mechanics of Theta Xi chapter.

- Updating and maintaining the chapter web portal, membership roster, and chapter calendar
- Serve as chair of Administrative, Bylaws, and Nominating committees. Member of the Executive committee.

Personal Experience

- 3rd Degree black belt in Taekwondo
- 2nd Degree Kukkiwon black belt in Taekwondo, recognized on an international level
- Member of Girl Scouts of America from 2002 until 2012
- Competitive dance team member from 2009 to 2015