

EMILY SMITH

EDUCATION

BA in Emerging Technology in Business and Design

August 2023 - May 2027

Miami University, Oxford OH

GPA: 3.26

Presidents List- Spring 2024

NACURH Leadership Conference

Alpha Omicron Pi Sorority

High School Diploma

September 2019 - June 2023

Ridgewood High School, Ridgewood NJ

MEDIA EXPERIENCE

- Outlier, Remote — **AI Content Editor**

June 2024 - Current

Assessed the factuality and linguistic soundness of AI outputs with a focus on style and grammar.

Leveraged strong writing and editing skills to provide clear, constructive feedback on AI model performance.
- Meet Your Class, Remote — **Campus Expert**

October 2023 - September 2024

Created content around campus life and community involvement targeting current and potential future students
- Flower Hall Community Leadership Team, Oxford OH — **Social Media Manager**

September 2023 - May 2024

Helped plan events to get residents involved within the dorm community

Created engaging content, including informative posts, and event promotions

Initiated and maintained partnerships with relevant campus organizations
- Red Cross Club, Ridgewood NJ — **Social Media Manager and Treasurer**

September 2021 - June 2023

As club treasurer, managed financial records, budgets, and fundraising activities.

Spearheaded social media efforts, enhancing the club's online presence and engagement through strategic content creation

Collaborated with club members to promote events and initiatives, resulting in increased participation and community awareness.
- ## OTHER EXPERIENCE
- Self-Employed, Ridgewood NJ — **Childcare Provider**

April 2018 - Current

Maintained open communication with parents to relay updates and address any concerns or special instructions.

Demonstrated a responsible and reliable approach to childcare, earning the trust of both children and parents.

Davidoff Lounge, Ridgewood NJ — **Hostess**

May 2024 - August 2024

Managed guest check-ins, ensuring a seamless and welcoming experience for all visitors

Assisted in coordinating seating arrangements and reservations, optimizing guest flow and satisfaction

YMCA, Ridgewood NJ — **Lifeguard and Swim Instructor**

January 2021 - January 2023

Responded to emergencies, performed water rescues, and administered first aid as required.

Collaborated effectively with a team of lifeguards and staff to ensure a secure swimming environment.

Delivered exceptional customer service, addressing guest inquiries and providing assistance when needed.

Developed customized lesson plans to meet each student's specific needs and goals.

Effectively communicated with parents and guardians to provide progress updates and address concerns.

KEY SKILLS

- Proficiency in Graphic Design Software
 - Proficiency in Microsoft 365
 - Leadership and Team Management
 - Social Media Management and Strategy
 - Communication and Interpersonal Skills
 - Event Promotion and Coordination
 - Conflict Resolution and Problem-Solving
 - Adaptability and Flexibility
 - Creativity and Innovation
 - Time Management and Organizational Skills

RELEVANT COURSEWORK

- Design Thinking & Principles
 - Intro to Interaction Design
 - Creating With Generative AI
 - Intermediate Interaction Design and Development
 - Professional Communication & Digital Rhetoric
 - Social Media Marketing
 - User Experience Research

AWARDS

- The William E. Remington Memorial Scholarship
 - The Women's Club of Ridgewood Scholarship
 - The Awards of the Jamboree Scholarship Fund
 - The Yaw Paw Camp Foundation Scholarship