

Emily Grevel



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Education

Michigan State University, East Lansing, MI, May 2016

Candidate for Bachelor of Arts in Media and Information; Focus in Social Media Management & Web Design

Work Experience

Communications & Research, Inc. (Public Relations Firm)

[July 2015-Present]

- Web & Graphic Designer/Writer
 - Managing social media accounts
 - Designing websites, mobile applications, graphics, and logos
 - Delivering exceptional customer service to clients
 - Media Relations, Social Media Management
 - Research and Publication Writing
 - Google Analytics, Google AdWords, SEO Optimization

The Gentlemen's Beard

[October 2015-Present]

- Web Developer
 - Ecommerce, Click Funnels, Media management
 - Website Content Creation

The State News

[August 2014-May 2015]

- Web Developer
 - Creating websites for major universities across the United States

Great Lakes Marina

[May 2013-August 2015]

- Fuel Dock Assistant Manager
 - Training new employees
 - Planning and advertising for events
 - Delivering exceptional customer service
 - Sales and inventory

Skills

Computer: Experience with **Social Media, Adobe Creative Suite, Lightroom, InDesign, Illustrator, Photoshop, Microsoft Office, iMovie, HTML, CSS, Javascript, Github, Atom**, Windows and Apple operating systems, social media.

Writing: Michigan Interscholastic Press Association (MIPA) Awards for: New Media Concept, Blog, Alternative Story form, and Personality Profile. Experience with press releases and writing for publication.

Personal: Time management, **strong communication skills, leadership skills, creativity, organization, adaptable, people-oriented, detail-oriented**, energetic, **motivated**, productive.