

Emily C Ewen

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EXPERIENCE

Self Employed — Minneapolis, MN

Web Consultant

March 2021 - Present

Develop and implement web solutions for small businesses. Elicit business requirements, project manage, and implement websites. Advise on web accessibility, foundational SEO and UX best practices, and web platforms/CMS. Assist with maintenance, website updates, and troubleshooting.

Miscellaneous Remote Work

September 2019 - Present

Audio Transcription
Search engine evaluation

Twin Cities Mutual Aid Project (TCMAP), Minneapolis, MN

June 2020 - Present

As part of the of this volunteer-run collective, I participate in: training and supporting volunteers; developing processes and training documentation; setting up social accounts; writing copy and creating graphic assets in Canva; updating website content; interfacing with mutual aid site coordinators in the community; contributing to the app's codebase via github; maintaining and updating google sheets and airtable databases; collaborating via slack

ChiroCenter MN, Inc., Minneapolis, MN — Clinic Manager

March 2016 - July 2019

Primary point of contact for patients while supporting a team of 8. Assisted with medical billing, managed medical records. Contributed to strategy and messaging, developed and managed in-clinic and digital marketing initiatives facilitating clinic growth resulting in a revenue increase of over 30% between 2017 and FYE 2018.

SKILLS

Microsoft Office
Google Suite
Airtable
Slack
Zoom
Hootsuite
Mailchimp
Wordpress
Workflow Management Software
HTML5
CSS3
Javascript
Relational Databases
SQLite & MySQL
Internet Research
Data Entry
Office Management
Social Media Management

TRAINING/CERTIFICATIONS

Covid-19 Contact Tracing Certificate, Johns Hopkins University on Coursera, 2020

CS50X Intro to Computer Science, 2021

Inbound Marketing

Robert Half Office Team, Minneapolis, MN

Wells Fargo Equipment Finance — Temp Account Manager Assistant

September 2015 - February 2016

Supported three account managers facilitating timely and accurate processing of commercial lease and financing transactions through effective research skills and error-free data entry.

Wells Fargo Insurance — Temp Commercial Insurance Account Assistant/Receptionist

May 2015 - September 2015

Prepared error-free official correspondence, policy proposals, and other detailed insurance documents for clients.

EDUCATION

**University of Minnesota, Minneapolis, MN — B.A. Global Studies, Minor Cultural Studies & Comparative Literature
2018**

Volunteer Activities

DJ & Co-Host/Producer of Off the Record - Radio K's Weekly Local Music Show

Researched, booked, and interviewed local bands on-air during weekly, live in-studio performances. Curated weekly playlist and monthly local compilation. Utilized Google Suite to coordinate with bands, Studio Engineer and staff.