

# Emalee M. Yang

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## EDUCATION

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### University of Minnesota- Twin Cities

Major: Technical Writing and Communications (TWC)

Minor: Public Health

Minneapolis, MN

December 2020

### Yonsei University (*Study Abroad*)

Major: Mass Communications

Seoul, South Korea

2019 - 2020

## EMPLOYMENT HISTORY

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### Medica

*Sales Proposal & System Support Specialist*

- Supported the collaborative development process of Request For Proposals (RFP)
- Edited and produced 30+ customer-facing proposal exhibits weekly
- Managed and created new client accounts within Salesforce
- Trained and audited employees on new business proposal processes

Minnetonka, MN

2019 - 2020

### Boynton Health Services

*Student Health Support*

- Assisted a diverse demographic of patients to provide quality health service
- Scheduled appointments and arranged schedules for Physicians/PAs/Nurses
- Managed health insurance confirmations, finances, and patient details
- Promoted campus health and safety initiatives

Minneapolis, MN

2018 - 2019

## RELEVANT EXPERIENCE

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### Hmong Minnesota Student Association (HMSA)

*Historian Chair*

- Facilitated community events weekly (several events of 1500+ attendees)
- Produced marketing strategies about community initiatives on social media
- Managed social justice discussions impacting the Hmong-American identity
- Established archival documentation for organizational historic efforts

Minneapolis, MN

2018 - 2019

### Partners in Health (PIH)

*General Member*

- Engaged in global health discussions through weekly meetings
- Actively promoted awareness of rights-based health approaches
- Developed fundraising efforts to support an equitable health system

Minneapolis, MN

2017 - 2018

## TECHNICAL SKILLS

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- Documentation and Project Development
- Marketing, Presentation, Research, and Design
- Technical Writing/Editing and Rhetorical Theory
- Experience with applications: Salesforce, Canva, Microsoft Office, Adobe, HTML, CSS

## LINKEDIN

- responsibilities of roles/companies
- skills and projects
- summary → goals, cater to the role you're interested in, "short and sweet," relatable skills and projects
- recommendations and endorsements aren't that popular\*
  - ask mentors/managers
  - great value adds
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