

EMILY PIERSON

513.444.8826 ■ 5723 SUNRISE VIEW CIRCLE LIBERTY TWP, OH 45044 ■ piersoee@miamioh.edu

EDUCATION ■ **MIAMI UNIVERSITY** ■ OXFORD, OHIO - AUGUST 2013- MAY 2018

- Bachelor of Arts, overall GPA: 3.64
- Major: Linguistics
- Minor: Writing and Rhetoric and Spanish Linguistics thematic sequence

HONORS ■ Phi Theta Kappa Honors Society and Scholarship

- Dean's List, three semesters

EXPERIENCE ■ **ADVANCED TESTING LABORATORY** ■ **ARTWORK EDITOR** - APRIL 2019 - PRESENT

- Input regulatory copy for product labeling with strong attention to detail
- Reviewed labeling closely and effectively to ensure compliance with regulatory style guides
- Managed and completed numerous tasks in a fast-paced environment with high level of accuracy
- Communicated detailed feedback with team members in a timely manner to ensure a smooth artwork process
- Worked alongside artwork planners, regulatory, marketing, and design contacts
- Created and maintained detailed notes and logs for future reference and for other team members
- Participated in updating style guides and implementing changes with high degree of flexibility
- Resolved concerns and questions in a timely manner
- Became proficient in specific area of products in short amount of time, providing reliable and quick feedback
- Personally selected by manager for promotion working as artwork lead with new client
- Received several positive responses from both team mates and clients on my communication skills, timeliness, and accuracy.

EMI SANO ■ **FREELANCE COPY EDITOR AND PROOFREADER** - OCTOBER 2018 - MARCH 2019

- Edited and proofread fifteen short stories and a novella
- Corrected grammar, punctuation and spelling errors
- Modified content to make more concise and to meet voice and style guidelines

CITY OF HAMILTON ■ **CONTENT STRATEGIST (CAPSTONE PROJECT)** - FEBRUARY 2018 - MAY 2018

- Collaborated with a group of four over the course of the semester and created a mini social media campaign for the City of Hamilton, focusing on the Consortium for Ongoing Reinvestment Efforts (CORE)
- Wrote engaging and persuasive content that matched Hamilton's voice and tone, edited text, analyzed how that content was received and how it could be improved
- Conducted usability research and secondary research on best practices of different social media platforms
- Made social media recommendations and presented to the client

BARNES & NOBLE ■ **BARISTA & BOOKSELLER** - JULY 2016 - APRIL 2019

- Provided timely and friendly customer service by connecting with customers
- Kept calm demeanor and ensured that the cafe was operating to standard during high volume times
- Trained new associates, set a positive example, and provided encouraging coaching when needed
- Maintained an organized and clean workspace and equipment
- Created quality, handcrafted beverages while following health, safety, and sanitation guidelines
- Assisted in managerial work including counting inventory and completing the weekly food order
- Identified customer needs and provided recommendations using product knowledge
- Brought out new inventory, organized books by planogram or alphabetically, returned old inventory to back
- Assisted in other areas of the store such as cafe, receiving, cash wrap and music department when necessary

PANERA ■ **ASSOCIATE** - NOVEMBER 2012 - JULY 2016

- Worked part-time while attending Miami University full-time
- Fully trained and proficient in all areas including food prep, barista, dish washing, cashier and drive-thru
- Trained new associates across several stations

TECHNICAL SKILLS ■ **PROFICIENT** ■ Product artwork editing software, Microsoft Word, Excel, PowerPoint, Outlook, Wordpress,

MacBook Pro, Windows Computer, iMovie, Sony Cyber-shot (stills and video)

COMPETENT ■ AfterEffects, Microsoft Excel

ONGOING ■ Learning HTML, CSS and JavaScript - working toward certification

RELEVANT COURSES ■ History of Western Art (Prehistoric-Gothic), History of Western Art (Renaissance-Modern), Rhetoric of Info and Data Visualization, Digital Writing and Rhetoric, Structure of Modern English, Technical Writing

INTERESTS ■ Reading, Photography, Video Editing, Violin/Cello, Antiques, and Baking