



Emily Loebach

emilyloebach.com

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EXPERIENCE

WORK:

- **Engineering Design Technologies, Inc.**

Marketing/Proposal Coordinator at a design-build firm. Prepared and submitted responses to solicitations, RFP's, RFQ's, and more. Other duties included brochures, presentation design for clients, website edits, social media updates, and other tasks as assigned.

- **CRAM Worldwide Inc. (2016 — 2017)**

Personal assistant to the founders at CRAM Worldwide. Assisted with newsletters, volunteer guides, graphic design, web design, data entry, editing, transcription, and many other tasks as necessary.

- **Mothers Helper (2009 — 2012)**

Assisted with caring for home and child of my employer. Tasks included laundry, cleaning, and other duties as needed.

VOLUNTEER:

Smyrna Christian Church music/media assistant (2009 — Present): Created/maintain website, assist in running media for service, and play in with the worship team.

The New American Shakespeare Company (2011 — present)

Costal Empire Christian Camp (2007 — 2013)

Barbados mission trip (2012): Preformed puppets and skits to multiple different crowds including schools, neighborhoods, and special needs centers.

MUST Ministries (2010, 2012)

Metropolitan Ministries (2010)

Mission trip to Denver (2010): Worked with senior citizens and led recreational activities, worked with children and performed puppets for them, and helped with activities.

Mission trip to Mexico (2007): Helped organize and lead camp activities for various ages of children

SOFTWARE & SKILLS

Microsoft Word	Adobe Lightroom	Content Design
Microsoft PowerPoint	Adobe Dreamweaver	Web Design
Microsoft Excel	Adobe Photoshop	Identity Branding
Microsoft Publisher	MailChimp	2D & 3D Design
Adobe Illustrator	Creative & Technical Writing	Communications
Adobe InDesign	Graphic Design	Social Media Platforms


EDUCATION

Kennesaw State University (May 2016)
(Formerly Southern Polytechnic State University)
Bachelors of New Media Arts, GPA 3.9

Georgia Highlands College (May 2014)
Associates in General Studies, GPA 4.0

ACHIEVEMENTS/AWARDS

HOPE scholarship recipient (2012 — 2016)
Presidents List (2013 Spring — 2014 Spring, 2015 Fall— 2016 Spring)
Dean's List (2012 Fall, 2014 Fall — 2015 Spring)
BETA Club Leadership Award, Cumberland Christian Academy (2012)

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