

Emily Kayden

(989) 430-1980 • East Lansing, MI • elkayden11@gmail.com

EDUCATION

Bachelor of Arts Degree in Communication and New Media Studies

Alma College, Alma MI - May 2020, GPA 3.9 - Summa Cum Laude

Relevant Courses: Digital Rhetoric, Social Media, Interactive Media, Gender and Communication

Certificate of Achievement in Technical Writing

Delta College, University Center MI - June 2020, GPA 4.0

Guest Student, No Degree or Certification Expected

Central Michigan University, Mount Pleasant MI - Guest Student, GPA 4.0

PROFESSIONAL EXPERIENCE

Office Assistant to the Registrar

Northwood University, Midland MI - June 2016 - Present

- Sort, scan, and document student files while adhering to FERPA guidelines.
- Issue, receive, and process student diplomas and transcripts in multiple formats.
- Perform tasks such as greeting customers, answering and directing phone calls, and scheduling appointments.

Technical Writing Intern

Alma College, Alma MI - September 2019 - December 2019

- Thoroughly evaluated and edited the Academic Catalog in terms of diction, style, and form.
- Analyzed comparable college and university catalogs for format and clarity.
- Reviewed updated major and minor requirements, made changes accordingly, and created a unified language throughout the catalog.

Digital Marketing Intern

Mid-Michigan Children's Museum, Saginaw MI - June 2019 - August 2019

- Filmed, edited, and shared videos and other content for promotional purposes.
- Monitored ads, social media traffic, and data to measure effectiveness.
- Engaged with audiences through outreach and grassroots media to raise awareness for the museum.

HONORS & AWARDS

Alma College President's Cup 2019 and Dean's List 2018-2019, Delta College President's List 2017-2018

SKILLS

- Create written, audio, and video marketing material.
 - Proficient in Adobe Creative Cloud and Microsoft Office.
 - Experienced in website design and development.
 - Skilled in adhering to technical writing guidelines.
 - Communicate well verbally and in writing.
 - Lead in both personal and work environments.
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REFERENCES

Dr. Anthony Collamati

*Alma College, Alma MI - Department Chair
Department of Communication and New Media Studies
Email - collamatiaj@alma.edu
Phone - (989) 463-7330*

Dr. Joanne Gilbert

*Alma College, Alma MI - Charles A. Dana Professor
Department of Communication and New Media Studies
Email - gilbert@alma.edu
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Dr. Marisa Hernandez

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