

# EMILY-AMBER LOCKE

*Administrative  
Coordinator*

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☎ (123) 456-7890

📍 Montpelier, VT

🌐 [LinkedIn](#)

## EDUCATION

Bachelor of Arts  
Public Relations  
**Castleton University**

📅 2014 - 2018

📍 Castleton, VT

## HOBBIES/ INTERESTS

- New York Times Spelling Bee
- Scrapbooking
- Citizen Journalism Blogging

## WORK EXPERIENCE

Administrative Assistant

**Jeffords Science Center - Castleton University**

📅 2020 - current 📍 Castleton, VT

- Oversaw calendars of 18 science center professors and department heads, coordinating weekly meetings for 30+ department members
- Crafted forms and reports for prospective vendors, **reducing the vendor vetting and on-boarding processes by 43%**
- Acted as a liaison between 5 school deans and all staff members
- Spearheaded the refinement of 20-point policy and procedure training resources, utilizing Microsoft Word and Google Docs

Administrative Intern

**Vermont Archaeology Heritage Center**

📅 2018 - 2020 📍 Barre, VT

- Reviewed proposals and budget sheets for 6 contractors
- Managed schedules with contractors, heritage center staff, and vendors across 12 major project undertakings
- **Collaborated with 3 managers to lead meetings**, offering 16 suggestions later adopted by the heritage center

## PROJECTS

Church Volunteer

**Social Media Manager**

📅 2018 - current

- Developed 5 social media accounts on YouTube, Instagram, and Twitter to enable live streaming of services during pandemic
- Built social media following of 8K+ on Instagram, 2.6K on YouTube, and 3.7K on Twitter
- Answered and moderated comments to resolve concerns and provide updates, improving church attendance rates by 22%

## SKILLS

Administrative Software (Google, Calendly, Five9); Attention to Detail; Process Management; Scheduling; Vendor Negotiations; Organization; Google Workspace; Microsoft Office Suite