

Emily-Amber Locke

Administrative Coordinator

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Montpelier, VT

[LinkedIn](#)

WORK EXPERIENCE

Jeffords Science Center - Castleton University - Administrative Assistant

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 onboarding 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

Vermont Archaeology Heritage Center - Administrative Intern

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%

EDUCATION

Castleton University - Bachelor of Arts, Public Relations

2014 - 2018

Castleton, VT

SKILLS

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