

EMILY-AMBER LOCKE

Administrative Coordinator

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☎ (123) 456-7890

📍 Montpelier, VT

🌐 [LinkedIn](#)

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%

EDUCATION

Bachelor of Arts

Public Relations

Castleton University

📅 2014 - 2018

📍 Castleton, VT

SKILLS

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

HOBBIES/ INTERESTS

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