

# EMILY MOLLET

## CONTACT

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## EDUCATION

**Truman State University**  
*Kirksville, MO*

BFA in *Graphic Design*  
BA in *Business Administration*  
*Marketing emphasis*

## SKILLS

Creative Development  
and Brainstorming

Delegation and  
Time-Management

Cohesive and Consistent  
Branding Across Platforms

## QUALITIES

Organized and  
Detail-Oriented

A Strong Communicator  
with Constructive  
Criticism Skills

A Dedicated  
Problem-Solver

An Enthusiastic and  
Positive Self-Starter

## PROFESSIONAL EXPERIENCE

### **RM COCO | Fenton, MO**

Digital Marketing Associate | *August 2020 - Present*

- Communicated and worked directly with the leadership team and marketing manager to build brand awareness through the management of online presence, including posting on social media, designing email campaigns, & updating the website
- Collaborated with an external team to develop, update, and optimize a new website
- Managed company communication, both internal and external, through print and digital materials, press releases, presentations, and relaying marketing strategies to sales representatives, as well as all printed sampling materials

### **Walnut Grill | St. Charles, MO**

Server | *May 2020 - Present*

- Excelled in a fast-paced environment and quickly adapted to the flexibility and demand of the restaurant industry while maintaining a positive attitude
- Gained immeasurable experience in multitasking, oral and verbal communication, customer satisfaction, and conflict-resolution

### **Union & Involvement Services | Kirksville, MO**

Design Specialist | *August 2017 - May 2020*

- Collaborated with a team of 5 members plus 3 professional staff, and managed client accounts and projects to deliver assets on schedule
- Organized, from both a high-level management position and detail-focused designer position, a comprehensive spread of promotional material for an average of 6 events per month, including print ads, digital signage, & social media posts using the programs Adobe Photoshop, Illustrator, and InDesign

### **Truman Office of Alumni Relations | Kirksville, MO**

Alumni Communication Liaison | *August 2018 - August 2019*

- Communicated with chapter presidents & created social outreach assets and events to best engage with alumni across the nation
- Managed professional social media accounts for Truman State University Alumni, as well as individual alumni chapters, on multiple platforms

### **St. Louis Public Radio | St. Louis, MO**

Graphic Designer | *Summer Internship 2019*

- Created original promotional material and designs for a wide range of sponsored events, including a new Capital Campaign and new Photojournalism contest
- Communicated with development and marketing teams, to work with a budget, to develop new member introduction kits & promotional premiums and gifts and to promote new member enrollment

### **Delta Zeta National Sorority | Kirksville, MO**

Vice President of Membership | *January 2017 - January 2020*

- Engaged sorority as Vice President at weekly meetings and actively participated as an executive member to plan and lead official Panhellenic Recruitment
- Planned, organized, executed, & led official events for 250+ attendees
- Voted Upcoming Greek Leader
- Member of Order of Omega Honors Society