

EMMA CLARK

Education

BA in Creative Writing

Minors in communication
& music

Hope College

2018-2022

Master of Music: Performance

Bowling Green State University

2022-2024

Special Skills

Experience Using:

- Microsoft Word/Slides/Excel
- MailChimp
- InDesign
- Canva
- Slate
- Socials (Insta & FB)
- Salesforce,
- DNet
- Darwin
- Prism

Public Speaking

- Theatre productions
- Music performances
- Public presentation course
- PR Course
- Intros for Hope College Anchor Days
- Hope College Tours

Leadership Training

- Vector Marketing Leadership Academy (SP 2021)



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Bowling Green, OH

Relevant Experience

Bowling Green State University College of Musical Arts (Present)

Special Projects Assistant/Coordinator to the Dean

- Coordinate Summer Music Institute Camps
- Assist in coordinating assorted festivals throughout the year
- Archival research projects and website maintenance

Bowling Green State University College of Musical Arts (2023-2024)

Graduate Assistant in Public Events Office

- Managed BGSU CMA website, calendar, Facebook, and Instagram
- Created programs and advertising materials in InDesign and Canva

Trion Solutions (Summer 2022)

Benefits Intern

- Enrolled employees in benefits services and assisted in responding to employee benefits concerns

Hope College Admissions Office (2021-2022)

Tour Guide

- Interacted with over 200 families, giving individual tours, sitting on student panels, and helping manage big visit days

Hope College Theatre Department (2019-2021)

Student Office Assistant

- Assisted the office assistant with departmental communications and office organization

Hope College Theatre Department (2019-2021)

Publicity Staff Member

- Wrote blog posts & dramaturgy
- Interacted with 100s of patrons house-managing productions

Hope Summer Repertory Theatre (HSRT) (Summer 2019)

Administrative Intern (Go-Team)

- Planned/coordinated company events
- Interacted with 100s of patrons while house-managing productions
- Wrote press releases, dramaturgy, and assisted in other marketing efforts

References

Bill Mathis

Dean of the BGSU CMA
(419) 372-8603

Anne Bakker

Former Director of HSRT
(616) 395-7777