

EMILY CRAIG

WORK HISTORY

Shoe Department Sales Associate, 01/2019 to Current

Burke's Outlet, Athens, AL

- Stockroom - Sizing and Censoring
- Cash Register/Front Duties floor, assisting customers, and checking dressing rooms.
- Unpacking shoes, tags/sensor, sorting, putting stock on the sales floor, and straightening.

Estimator, 11/2019 to Current

Dale Inc, Athens, Al

- Windows and Doors Takeoffs.
- Filing.
- Organizing Company Names and Information.
- Working with Excel Sheets

Writing Intern, 01/2018 to 05/2018

Study Breaks Magazine

- Over 1,000-word articles for a magazine for and written by college students on various topics (TV/Film, Pop Culture, College, & Students).
- Weekly group workshop and monthly individual sessions.
- Thought-provoking original pitches.

Writing Intern, 02/2017 to 02/2018

University of North Alabama, Florence, Alabama

- Any form of writing for the Communications (magazine articles, brochures, etc.).
- Interviewing people for campus event press releases

Seasonal Sales Associate, 11/2015 to 01/2016

Khol's

- Kohl's, Florence, Alabama.
- Store Recovering and Merchandising Replenishment.
- Floor Sales.

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PROFESSIONAL SUMMARY

Emily Craig graduated from the University of North Alabama with her English, Professional Writing Degree in 2018. She is a self-published author with four poetry collections. "Will You Love Me Again?" is her forthcoming debut novel (2020 release date). She has poetry published on Instagram by Nightingale & Sparrow, Royal Rose, and Marias at Sampaguitas, along with poems in Marias at Sampaguitas Issue One.

EDUCATION

Bachelor of Science, English, Professional Writing, 2018

University of North Alabama -

Florence, AL

GPA: 3.29/4.0

SKILLS

- Adobe Acrobat 10
- WordPress
- Blueprints
- Cash Register
- Filing
- Magazine articles
- Merchandising
- Excel
- Word
- Organizing
- Press releases
- Technical Writing

