

EMMA GRACE MANCINI

Full name Emma Grace Mancini

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WORK EXPERIENCE

- 07/2016 - **Bricks 4 Kidz**
Assistant Teacher
- 08/2018
Taught elementary after-school enrichment and summer camp STEM programs using Lego to build and learn. Supervised birthday parties incorporating Lego motorized builds, games and other Lego activities.
- 08/2019 - **Digital Education Collaborative**
05/2020
Instructional Technology Collaborator
Provided one-on-one support to Longwood students, faculty and staff to troubleshoot issues regarding instructional technology. Answered phone calls and explained how to use technology step by step to each caller visiting classrooms as needed to assist.
- 08/2019 - **Longwood University Office of Sustainability**
PRESENT
Social Media Manager and Marketing Strategist
Manage social media accounts and create all promotional materials. Assist in event planning.
- 08/2020 - **Longwood Fraternity and Sorority Life**
PRESENT
Strategic Operations Intern
Serve as the Greeks for Change Coordinator with focuses on prevention and education initiatives through peer-to-peer opportunities. Design and distribute the Greek Community Snapshot Promotions while serving as a liaison to NPHC and on the New Lancer Day Committee.

EDUCATION

- 08/2018 - **Bachelor of Arts in Communication Studies**
PRESENT
Digital Media concentration and Political Science minor
Cormier Honors College
Longwood University

SKILLS

- Adobe Premier Pro
- Adobe Photoshop
- Adobe Illustrator
- Adobe Lightroom
- Canva and Canva Pro
- Google Suite
- Social Media Management
- Marketing Analytics

RESPONSIBILITIES

- Alpha Gamma Delta VP of Marketing (11/2019 - 11/2020)**
Managed all social media accounts (Instagram, FB, Twitter, VSCO) and created all promotional materials.
- WMLU Radio**
Secretary (04/2019 - 04/2020)
Recorded minutes of weekly general body meetings and board meetings and distribute to members via email.
- Public Relations Chair (04/2020-Present)**
Manage social media accounts (Instagram, Facebook, Twitter, Tik Tok) and create all promotional materials.
- College Panhellenic Council**
Vice President of Scholarship (01/2020 - 01/2021)
Served as a scholarship resource for academic chairs within sororities and assisted with CPC sponsored events on campus.
- President (01/2021 - Present)**
Serve as a resource for all sororities and their Presidents. Lead and assist with CPC sponsored events on campus.