

Emily Chaumont

(571) 264-8891 | emchaumont@email.wm.edu

EDUCATION

College of William & Mary

Bachelor of Arts: Double major in English and Gender, Sexuality, Women's Studies

Williamsburg, VA
May 2018

RELEVANT EXPERIENCE

William & Mary Residence Life

Resident Assistant

Williamsburg, VA
Aug. 2016–Present

- Plan and implement community development initiatives that meet the needs of residents and foster positive connections on the hall
- Educate residents on school policy and enforce policy
- Serve as a resource for residents, offering advice, sending out information, and remaining available to provide help and respond to crises as needed
- Develop and create interactive and educational bulletin boards, informational flyers, and emails

The Flat Hat

Managing Editor

News Editor

Variety Editor

Associate Variety Editor

Williamsburg, VA
Jan. 2017–Present
Jan. 2016–Jan. 2017
Jan. 2015–Jan. 2016
Nov. 2014–Jan. 2015

- Pitch, write, assign, plan, and edit articles
- Collaborate with writers and other editors to produce highest quality content possible
- Design print newspaper pages using Adobe InDesign
- Update website to include newest content using WordPress
- Promote content on social media sites including Facebook and Twitter

Prince William County Public Schools

Substitute Teacher

Manassas, VA
Dec. 2016–Present

- Manage K-12 classrooms, presenting instructional material according to full-time teacher's lesson plan
- Support full-time staff's needs and adapt to last minute changes

Williamsburg Presbyterian Church

Nursery Childcare Staff

Williamsburg, VA
Sept. 2015–Present

- Care for up to 6 children at a time from 6 weeks to 5 years old with age appropriate activities
- Communicate weekly with parents about their children's needs

Partnership for Public Service

Communications Fellow

Washington, DC
June 2016–Aug. 2016

- Compiled news stories and designed daily newsletter
- Wrote social media schedule with daily content for Facebook, Twitter, Instagram, and LinkedIn
- Gathered and presented analytics information from Facebook, Twitter, and Google Analytics to a team of supervisors
- Assisted with event setup and planning, including social media promotion, room setup and breakdown, registration, live streaming, and live Tweeting

Bath and Body Works

Sales Associate

Manassas, VA
Nov. 2014–July 2015

- Collaborated with team and managers to drive product sales through customer service and targeted sales plans
- Planned the arrangement of displays using available inventory
- Oversaw both the sales floor and the cash register, increasing sales and conversion rates by up to 30%
- Maintained the highest sales per associate hour of any sales associate for three weeks

RELEVANT SKILLS

- Proficient in the following programs: Microsoft Office, Adobe InDesign and Photoshop, GarageBand, WordPress, Mailchimp, Salesforce, Facebook, Twitter, Instagram, Tumblr, Pinterest, Snapchat, and LinkedIn