

Emily Newman

667 S. 2nd E. #210
Rexburg, ID 83440
480.323.5786

newman.emily5@gmail.com
<http://emilyneman.weebly.com>

Education

Brigham Young University – Idaho
B.S.: English, Creative Writing

Graduation: April 2009
Minor: Communications

Skills and Achievements

Design:

- Created, designed, and edited *Literary Leanings*, a magazine created for a course at BYU – Idaho
- Worked collaboratively to create, design, and edit *Loving Life*, a magazine created for a course at BYU – Idaho
- Designed and edited pamphlets and flyers made with InDesign for the English department at BYU – Idaho
- Designed and created “banners” to post on English I-Learn (Blackboard) Courses using Photoshop

Computer Technology:

- Copied and updated online courses for English professors at BYU-Idaho
- Managed New Horizons Financial’s finances using Quickbooks and Quicken
- Learned and applied knowledge of Adobe programs: InDesign, Photoshop, and Captivate
- Learned and applied knowledge of Microsoft Office 2007: Word, PowerPoint, and Publisher

Leadership:

- Acted successfully as the editor in chief with four sponsoring editors for the *Loving Life* project
- Met deadlines in a self-paced work environment
- Interacted and communicated with others in work and social environments.

Writing and Editing:

- Worked collaboratively to transcribe and edit portions of Professor David Allen’s dissertation
- Worked as a supporting editor for OUTLET, BYU – Idaho’s student art and literary journal

Work History

I-Learn Faculty Assistant Assisted professors with technology questions and created multimedia projects.	BYU-Idaho English Department Rexburg, ID	4/2008-Present
Bookkeeper and Administrative Assistant Managed the finances and trained other employees.	New Horizons Financial Tempe, AZ	1/2004-12/2008
Transcriber and Editor Transcribed sections of research and edited sections of doctoral dissertation.	Professor David Allen Rexburg, ID	9/2007-1/2008
Salesperson Assisted customers with purchases and arranged merchandise.	Down East Basics Tempe, AZ	5/2006-6/2007