

Emily Nielsen

9200 Clifton Park, Evergreen Park IL 60805

Phone: (708) 908-0425 Email: enielsen1516@gmail.com

Objective

Individual with experience and training in journalism, creative writing, and professional writing with strong leadership and team management skills, seeking professional writing opportunities.

Education

Millikin University, Decatur, IL; May 2016

Bachelor of Arts: English Writing/English Literature

- Focus: Journalism and Creative Writing
- Minor: Publishing and Editing

Work Experience

Contract, Licensing, & Registration Coordinator- Northwestern Mutual Downers Grove, IL 3/2018-Present

- Manages all Full-Time and Intern Financial Representative hiring processes
- Assists Financial Representatives with hiring staff
- Processes all license reimbursements
- Processes all Full-Time, Intern, and Agency staff terminations

Front Desk Coordinator- Northwestern Mutual Schaumburg, IL 11/2016-3/2018

- Assists Director of Operations in day-to-day tasks
- Collaborates with Financial Representatives on client organization
- Assists SET Director with applications and work requests
- Assists Director of Recruitment with day-to-day tasks and special projects
- Manages office calendar and front desk area

Retail Vendor- Levy Restaurants Chicago, IL 09/2016-Present

- Work within the gift shops of Wrigley Field and United Center to sell team merchandise

Retail Vendor- M & J Vending Chicago, IL 06/2013-Present

- Manage merchandise stand for events at Soldier Field

Director of Marketing- Bronze Man Books Publishing Decatur, IL 01/2015-05/2016

- Responsible for reviewing acquisitions for the company along with other editors
- Responsible to plan, advertise, and execute promotional events

Organizations/Service

- Writer for the Decaturian Newspaper, Millikin University 08/2013-05/2016
- News Editor/Copyeditor/Layout for the Decaturian Newspaper, Millikin University 08/2014-05/2016
- Varsity Swimmer for the Millikin Woman's Swim team 09/2012-02/2016
- Member of Alpha Chi Omega National Fraternity, 03/2013 – 05/2016

Skills

- Adobe InDesign
- Quick learner
- Copyediting
- WordPress
- Extremely organized
- Self motivated
- Team player
- Microsoft Office expertise

References

Dr. Scott Lambert
Millikin University
1184 W Main St
Decatur IL, 62522
(618) 521- 9326

Melinda Studnika
M&J Vending
126838 Kroll Drive
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