




Emily Moffatt

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EDUCATION

UNIVERSITY OF TENNESSEE, KNOXVILLE

Knoxville, TN

Master's in Strategic and Digital

Communication (Aug 2021- Dec 2022)

REGENT UNIVERSITY

Virginia Beach, VA

Bachelor of Arts (B.A.) Political

Communication (Aug 2016-May 2020)

Awards & Honors

- Dean's List (x4)

Extracurricular Activities

- Young Life (Volunteer)
- International Justice Mission (Secretary)
- Mercy Chefs (Volunteer)
- Student Alumni Ambassadors (President)
- Council of Presidents (Founder)

ADDITIONAL SKILLS

| | |
|------------------------|-----------|
| Adobe Creative Cloud | HTML |
| Graphic Design | CSS |
| Digital Illustration | Marketing |
| Technical Illustration | |

CERTIFICATIONS

DoD Secret Clearance

HTML, CSS, and JavaScript for Web Developers Certification - Johns Hopkins University

EXPERIENCE

DIGITAL COMMUNICATIONS GRADUATE ASSISTANT

University of Tennessee, Knoxville, TN | January 2022 - Current

- Assist with the management and administration of the university's digital platforms
- Produce HTML emails and create Google Analytics reports
- Assist with website usability testing, quality assurance, and accessibility compliance.

GRAPHIC ARTIST

McKean Defense Group, Virginia Beach, VA | May 2020 - August 2021

- Updated technical illustrations in documentation by recreating illustrations in Adobe Illustrator
- Created technical illustrations of provided parts via Adobe Illustrator
- Collaborated with other team members to communicate requirements for illustrations, such as part numbers, font sizes, and deadlines

GRANT PROGRAMS AND SUPPORT SERVICES

COORDINATOR

Mercy Chefs, Portsmouth, VA | Feb 2019 - May 2020

- Created and designed recruiting and advertisement materials
- Managed volunteers and project planning to accomplish tasks within provided timelines
- Wrote grants to secure funding for the organization's efforts