

# Emma Baumgardner

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## **Education:**

Master of Arts, Communication  
Virginia Tech, Blacksburg, VA

May 2021

Graduate Certificate, Preparing the Future Professoriate  
Virginia Tech, Blacksburg, VA

Fall 2020

Bachelor of Arts, Communication and Digital Studies  
University of Mary Washington, Fredericksburg, VA

May 2019

## **Experience:**

### **Assistant Director, Alumni Interest Groups, Communications**

UVA Alumni Association, Charlottesville, VA

June 2021 – Present

- Responsible for the design and distribution of electronic and printed communications on behalf of 35 alumni groups
- Managed website design and content for all contracted alumni groups to aid in relationship building and engagement within their organizations
- Served as the primary relationship manager for 17 of our 35 contracted alumni groups
- Assisted with both small and large-scale event planning for virtual, hybrid, and in-person events
- Aided in digital content and volunteer management on Wahoo Connect – a UVA-Alumni specific network

### **Graduate Teaching Assistant**

Virginia Tech, Blacksburg VA

August 2019 – May 2021

- Lead Public Speaking lectures to two classes of 40 undergraduate students three times a week via both in-person and online modalities
- Advised students during office hours to improve both speech delivery and organization skills
- Graded and communicated constructive feedback on both speeches and class assignments to increase student's understanding of the material

### **Graduate Research Assistant**

Virginia Tech, Blacksburg VA

January 2020 – March 2020; January 2021 – May 2021

- Built a website using WordPress to better disseminate information regarding the 4-VA program

### **Instructor**

Virginia Tech, Blacksburg VA

December 2020 – January 2021; May 2021 – July 2021

- Taught online Public Speaking to 20 students during both winter and summer terms
- Lead weekly asynchronous lectures via Canvas to aid in students' understanding of material
- Graded and communicated feedback on all speeches and homework assignments
- Held live, synchronous Zoom meetings for speech days

### **Project Assistant**

Virginia Tech, Blacksburg VA

Summer 2020 – February 2021

- Aided in the conversion of course material from in-person to an online format
- Edited lesson plans to be distributed amongst all VT Public Speaking GTAs

- Updated Canvas test bank to match curriculum from updated textbook
- Created Canvas template sites to be implemented by GTAs during Fall/Spring Semesters
- Provided supplemental teaching materials to aid in online learning
- Categorized sample speeches to be used as examples for future instruction

### **Director of Programming**

University of Mary Washington, Fredericksburg, VA August 2018 - May 2019

- Scheduled tour dates and times for all volunteer tour guides
- Facilitated interviews and training sessions for new and perspective tour guides
- Created promotional materials to aid in recruitment efforts

### **Tour Guide**

University of Mary Washington, Fredericksburg, VA Spring 2016 - Spring 2019

- Lead both daily and weekend tours for perspective and incoming students
- Performed clerical duties in the Admissions office, including but not limited to, the utilization of online software, filing mail, and answering phones
- Aided in the implementation of admitted student days and open houses

### **Orientation Leader/Peer Mentor**

University of Mary Washington, Fredericksburg, VA Spring 2017 - Spring 2019

- Facilitated the transition process for incoming first year and transfer students
- Partnered with professors to plan wellness, academic, and social events for first-year students to help students acclimate to the college environment

### **Activities:**

Social Media Chair, Communication Graduate Student Association (CGSA)

Virginia Tech Summer 2020- February 2021

- Created Instagram, Twitter and email accounts for VT's CGSA to increase engagement among current and prospective students
- Designed and posted content to Virginia Tech's CGSA Facebook, Twitter and Instagram

Delegate, Graduate Student Association (GSA)

Virginia Tech Fall 2019 – February 2021

- Attended monthly meetings as a representative for the School of Communication
- Responsible for raising concerns from the School of Communication to the GSA
- Shared information from GSA with School of Communication

Secretary and Member of The Lambda Pi Eta Communication Honor Society

University of Mary Washington, Fredericksburg, VA Spring 2018 - Spring 2019

- Created promotional materials and ran social media for UMW's LPH
- Recorded and distributed meeting minutes

### **Skills:**

- Basic knowledge of Banner, HTML, CSS and Python programs
- Proficient in Adobe's Creative Cloud, Canva, Canvas, Marketing Cloud, Microsoft and Google Suites, WordPress, and Zoom