

Writer | Editor | Media Manager

SKILLS

HTML, CSS, and SEO proficiency		Cited in The WSJ & Business Insider
Advanced Google Analytics proficiency		AP, APA, Chicago styles efficiency
Newspaper layout and design		Publishing programs Lucidpress, SiteFinity, etc.
Microsoft Office proficiency		Creating product ads, visual aids
WordPress, Wix blogging programs		Webpage editorial efficiency/CMS platforms
Social media advertising		Working under stressful and strict deadlines

EXPERIENCE

Online Portfolio: <https://www.emmaeduncan.com>

Schaeffer's Investment Research | Cincinnati, OH — Assistant Editor

MAY 2017 - PRESENT

- Write multiple technical and editorial articles a day, work on editing peer articles, researching statistics, training on new sentiment indicator programming, publishing programs, CMS platforms, and learning niche terminology for the stock market field.
- Work as part of a collective to publish a monthly newsletter, produce charts, graphs, and tables in programs including but not limited to Lucidpress and SiteFinity.
- In charge of daily traffic management and data analyzing through Google Analytics. Maintain the graphic and digital integrity of the company's website under strict and heavy deadlines.

Cincinnati Symphony Orchestra | Cincinnati, OH — Marketing Intern

JAN. 2017 - MAY 2017

- Edited and published projects, created and supported new and existing marketing campaigns, created mock-up designs for Facebook and other social media advertisements.
- Managed multiple projects at once, created business plans for new initiatives, designed/wrote flyers, performed audience engagement research and more.

Full and Part-Time Nanny | Cincinnati, OH & London, England

DEC. 2014 - MAY 2017

- Responsible for the care of two girls in U.S. & twin boys and infant girl while in London.
- Provided punctual transportation for appointments and activities, organized daily schedules and routines, exercised consistent patience as well as flexibly with changing childcare and family challenges.

Pacific Sunwear | Cincinnati, OH - Assistant Manager

JAN. 2014 - DEC. 2014

- Promoted to Assistant Manager within two months.
- Responsible for tasks related to opening and closing the second busiest store in Ohio, organized and folded shipment, led product visual placement, trained employees, performed daily banking deposits and other monetary responsibilities, interviewed potential employees, completed tedious paperwork.

EDUCATION

University of Cincinnati – Cincinnati, OH | AUG. 2013 - MAY 2017

Bachelor's in Communication

Certificate in Rhetoric & Professional Writing

London Metropolitan University – London, U.K. | JAN. 2016 - JUNE 2016

International study abroad for continuation in Bachelor's in Communication and

Certificate in Rhetoric & Professional Writing

ACKNOWLEDGEMENTS

My work has been featured or cited in the below professional publications as well as Google Finance "News" and Yahoo Finance "News."

The Wall Street Journal

<https://www.wsj.com/articles/one-wall-street-bank-thinks-boeing-can-rally-to-500-11568044952?mod=searchresults&page=1&pos=4>

Business Insider

<https://markets.businessinsider.com/news/stocks/jdcom-stock-price-morgan-stanley-downgrade-price-target-2018-9-1027540988>

Value Walk

<https://www.valuwalk.com/2018/03/blackberry-ltd-bb-stock-gain-microsoft-partnership/>

Investor Place

<https://investorplace.com/2019/03/roku-downgrades-hits-stock/>