

EMILY COLLIER

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EDUCATION

North Carolina State University, Raleigh, NC

B.S. in Parks, Recreation, & Tourism, Expected May 2015

Program Management Concentration, Non-Profit Studies Minor

RELEVANT EXPERIENCE

NC State Alumni Association Student Ambassador Program (AASAP)

April 2012 – Present

President (2014 – Present)

- Oversee seven executive members coordinating over 60 events annually; assist with planning, execution and budget management and ensure events remain in line with the organizational mission.
- Serve as the main point of contact for 600 on-campus student groups; identify opportunities to collaborate and partner to further the goals of all organizations involved.
- Act as the student liaison to Alumni Association board members and represent AASAP at the NC State University President's Roundtable.

Co-Director of Homecoming (2013 – 2014)

- Planned and orchestrated 42 student and alumni events executed over six days; collaborated with on-campus and community organizations to increase awareness and participation.
- Identified and implemented sustainable solutions at events to reduce the environmental footprint of the largest student-led homecoming celebration in the country; received Champion Level Certification by the NC State Sustainability Office and received the first ever Green Brick Award presented by Coca-Cola.

NC State University's Alumni Association, Raleigh, NC

May – August 2014

Alumni Relations Intern

- Assisted with event site evaluations to determine the appropriateness of potential sites for planned events; provided feedback to the Event Manager.
- Supported the Event Manager on-site at events for up to 800 people; assisted with set up and break down and served as a resource to attendees, greeting alumni, answering questions and completing registrations.
- Served on the planning committee for Packapalooza, the University's largest annual event with over 55K attendees; provided updates regarding Student Alumni Association participation to the Vice Chancellor & Dean of Academic and Student Affairs.

York Properties, Commercial Division, Raleigh, NC

January 2012 – October 2014

Administrative Assistant

- Produced customized marketing materials for 12 commercial brokers; utilized Adobe InDesign to tailor printed materials for potential clients.
- Maintained three corporate websites keeping hundreds of listings and closings up to date on a daily basis.

NC State University Club, Raleigh, NC

August – November 2013

Programing Intern

- Planned three family-oriented events for NCSU alumni and families for a community of over 930 members.

ADDITIONAL EXPERIENCE

CASE ASAP DIII Conference

February 2014 & February 2015

- Presented information about NC State's Alumni Association Ambassador Program and how it preserves and fosters traditions on campus and in the community.

ACC Leadership Symposium

February 2014

- Selected by a committee to attend on behalf of NC State's student leaders.