**Emily Heffelfinger**

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*Online portfolio:* [*https://empitcher39.wixsite.com/my-site-1*](https://empitcher39.wixsite.com/my-site-1)

**Education**

* **Bachelor of Arts in Journalism/Public Relations**
* **Unofficial Minor in Communications**    Expect to Graduate
* **Indiana University of Pennsylvania**  May 2023
* Communications Media Department

**Experience**

* **Baja Beach Tanning Club, Sinking Spring, PA**

***Certified Tanning Consultant***  June 2017-Present

* Promoted to certified tanning consultant by working for 1 year

as a bed cleaner.

* Trained new and incoming employees.
* Opened and closed multiple locations.
* Managed daily operation: set clients in beds,

sold products and memberships, cleaned the salon.

* **The Penn (IUP Student Newspaper)**
* Contributing Editor May 2021
* **CWTV, Robesonia, PA** (High school production club) August 2016-May 2018

**Technical Skills**

* Advanced proficiency in Adobe Photoshop, Lightroom Classic and Microsoft Office.
* Advanced proficiency with social media: Instagram, Facebook, TikTok.
* Skilled in website development.
* Proficient in WordPress.
* Excellent written and verbal skills.

**Honors/Activities**

* Earned a silver chord during high school graduation by completing 100 hours of community service at a nonprofit organization.
* Smart Tan Certified Tanning Consultant.
* Dean’s List 4 semesters in a row.