

EMILY DENIO

GET IN TOUCH

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PROFESSIONAL HISTORY

Administrative & Social Media Strategist

Corneliuson & Associates | December 2024 to Present

- Event organization and setup
- Reception, filing, data entry, Qount, Adobe, Practice Engine, Hubspot
- Blog writing, social media post design, video content

Administrative Professional/Proofreader

E&M Consulting | March 2022 to September 2024

- Processing ad material through Salesforce CRM, provide training tutorials
- Published magazine articles, conducted interviews for member profiles, editing
- Adobe InDesign, Photoshop and Acrobat
- Social media planning strategy, audience research, data analytics analysis

Operations Manager

Modern Climate | June 2021 to March 2022

- Event organization and setup
- Reception, booking travel, setting up key access, generating expense reports
- Copy writing, editing, proofreading

Internal Operations Assistant

Clifton Larson Allen | September 2019 to June 2021

- Data entry Microsoft Dynamics CRM
- Event planning and conference room management
- Tax assembly, XCM tax management

Store Manager

Kohl's Eden Prairie | February 2019 to August 2019

- Executing merchandise sets and training staff
- Customer service
- Guiding price change events and fulfilling online orders

Assistant Teacher

University of Minnesota | January 2016 to May 2018

- Grade student essays and tests
- Guide student discussion and study sessions
- Update course website and create content for presentations

EDUCATIONAL HISTORY

University of Minnesota - Twin Cities

Journalism BA , Strategic Communications + Digital Media Minor

Graduated May 2018

Relevant Courses

- Strategic Communication Campaigns
- Professional Writing
- Media Planning and Development

SKILLS

- Microsoft Dynamics 365, Salesforce, HubSpot
- Adobe Creative Suite basics, Canva
- Paylocity, ClientPay
- XCM, Qount
- Google Analytics