

EMMA MORONEY

CONTACT

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🌐 emmamoroney.com

📍 Boone, NC

SKILLS

CPR-AED Certified

Trained in Office 365

9+ years of Customer Service

Flexible and Hardworking

EDUCATION

**Bachelors of Science, History
& Government**

**Abraham Baldwin
Agricultural College**

2017-2022

**Masters of Arts, History,
Teaching Concentration**

**Appalachian State
University**

2023-2025

LANGUAGES

English



PROFILE

Presently I am a Graduate Student at Appalachian State University in the History Program with a concentration in Teaching. The majority of my work has focused on modern music history, in particular, how gender has impacted in this history. I am passionate about producing and presenting historical music content in an educational function.

WORK EXPERIENCE

Front Office Manager

Hound Ears Country Club 2023-Present

- Serve as a frontline resource for the property.
- Direct and train mailroom and inn employees.
- Create employee schedule.
- Provide quality service to all individuals including homeowners, guests, and other team members.
- Answer the switchboard and directing incoming calls.
- Check-in and out Clubhouse Inn and Rental guests.
- Handle funds for the Cash Drawer/Petty Cash

Graduate Teaching Assistant

Appalachian State University 2023-Present

- Grading majority of work produced by students
- Acting as classroom support for professor
- Maintaining office and lab hours to aid student learning

After School Teacher

Banner Elk Elementary School 2023

- Teaching children of a variety of ages from kindergarten to fifth grade
- Helping with homework
- Taking part in different activities from art projects to physical education

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FIELD EXPERIENCE

Internship

Tifton Museum of Arts and Heritage

2021

- Running various museum programs such as Kids at Art and Chocolate and a Canvas
 - Brainstorming and assisting in outreach programs engaging the community as it adjusted to COVID-19
 - An example being seasonal art boxes that included multiple art projects for kids that parents could register and receive free of charge
 - Utilizing graphic design to grow the museum's social media presence, and creating a company monthly calendar to organize events
 - Acting as a teaching assistant at the children summer art camps
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Student Assistant for the "Listen to the Land" Podcast

Abraham Baldwin Agricultural College

2022

- The podcast was part of a multimedia project tied to the Georgia Museum of Agriculture exploring the lives of rural Southerners and their connection to the land
 - Researched, reported, and produced an individual story on the evolution of Bluegrass music in South Georgia
 - Provided peer support for coworkers with their own stories
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Student Representative on The Jess Usher Lecture Series Committee

Abraham Baldwin Agricultural College

2022

- In honor of former history professor and lecturer Jess Usher, Abraham Baldwin Agricultural College established this series to provide varying presentations from ABAC faculty and guest lecturers free of admission.
 - Aided in the process of choosing lecturers and the technicalities of event planning
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