

EMILEE KATRINA GAGE

309 SPIVEY CAMP ROAD
KINSTON, ALABAMA 36453

MOBILE - (334) 464-9269
E-MAIL — EKGAGE@OUTLOOK.COM

QUALIFIED OBJECTIVE

Mid-level to high-level professional that has proficient experience in a fast-paced environment demanding technical, telecommunication, interpersonal, and innovative skills. I possess the confidence to deliver on all levels of business organization, discretion, and efficiency. With my unwavering work ethic and proven multitasker abilities, I hold the confidence to contribute my “can do” approach to the checks and balances of a company that desires vast leadership in today’s economy.

COMPREHENSION

- | | | |
|--|---|---|
| ☐ Microsoft Office Applications | ☐ Other Software Applications | ☐ Components |
| <ul style="list-style-type: none">○ Access○ Excel○ Outlook○ PowerPoint○ Publisher○ Word | <ul style="list-style-type: none">○ Intuit QuickBooks○ Print Shop | <ul style="list-style-type: none">○ Sharp Copy Machines○ Xerox Copy Machines |
| | ☐ Innovative Technology | ☐ Social Networking |
| | <ul style="list-style-type: none">○ Apple iPad & iPhone○ Network Mapping○ Photography | <ul style="list-style-type: none">○ Facebook/Facebook Pages○ Instagram○ Twitter |

SKILLED EXPERIENCE

- ☐ Event preparation and planning
 - **Opp Christmas Parade – 2009- present**
 - Designing and creating
 - Posters/signs
 - Participation applications
 - Ads for social and local media
 - Invitation letters
 - Parade announcement booklet for media, emcee, and judges (contains all entries)
 - Judges’ sheets
 - Operations
 - Data entry in an Access Database for participants
 - Collecting parade entry fees
 - Coordinating with the City of Opp on times and routes
 - Assigning all participants to a number (nearly 100 entries each year)
 - Securing volunteers to help with line-up
 - Media releases and scheduling promotional appearances (radio and TV)
 - **Opp Rattlesnake Rodeo Beauty Pageant – 2010-present**
 - Designing and creating
 - Posters/signs
 - Contestant applications
 - Ads for social and local media
 - Invitation letters to past contestants
 - Program (approx. twelve pages)
 - Judges’ sheets
 - Contestant information book for emcee to read on stage (five categories)

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SKILLED EXPERIENCE Continued

- Operations
 - Securing and collecting sponsorships (monetary and gifts)
 - Collecting pageant entry fees and applications
 - Data entry in an Access Database for participants
 - Ordering/purchasing all materials for each categories' queen and court
 - Acquiring six professional pageant judges
 - Preparing and organizing all paperwork needed for rehearsal and day of the pageant
 - Gathering volunteers to help at the pageant
 - Live interviews on TV and radio stations (local and out of town)
 - Organizing judge packets (six) for each category (five)
- **Opp Rattlesnake Rodeo – 2010-present**
 - Designing and creating
 - Posters/signs
 - Brochures
 - Programs (varies between sixty-four and seventy-two pages)
 - Banners
 - Sponsorship proposals
 - Ads for social and local media
 - Invitation letters and thank you cards
 - Operations
 - Securing and collecting sponsorships (team effort between a few committee members)
 - Data entry in an Access Database for sponsorships
 - Turning over all funds into the City of Opp's bookkeeper
 - Obtaining business sponsors for the snake race (Chamber of Commerce fundraiser)
 - Organizing and creating the paperwork needed for contests for the day of the event
 - Folding tri-fold brochures
 - Printing and distributing of posters, brochures, and signs
 - Ordering billboard signs and programs
 - One of two Facebook Page administrators
 - Distribution of sponsorship package incentives
 - Working closely with the Opp Rattlesnake Rodeo's coordinator and co-coordinator
 - Assisted with media releases and scheduling promotional appearances (radio and TV)
 - Live interviews on TV and radio stations (local and out of town)
 - Contacting local, state, and federal level dignitaries
 - Day of event responsibilities
 - Ticket booth signage
 - Program distribution to ticket booths
 - Managing paperwork for contests, visiting guests/dignitaries, and snake race heats
 - Photographer
 - Meet and Greet photographer for the musical performers (if requested by road manager)
 - Introducing and managing the Opp Rattlesnake Rodeo Queens and Court
 - Updating social media outlets



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SKILLED EXPERIENCE Continued

- **Opp Hall of Fame Induction Ceremony and Membership Banquet – 2010-present**
 - Designing and creating
 - Ads for social and local media
 - Invitation letters
 - Writing bios for all honorees with the information submitted
 - Program booklet (approx. twenty pages)
 - Table tents/reserve signs
 - Tickets
 - Operations
 - Meeting with the Opp Hall of Fame Selection Committee
 - Contacting the inductee(s) and collecting information
 - Contacting all other honorees and collecting information
 - Business of the Year
 - Spirit of Opportunity
 - One of Opp's Own (keynote speaker)
 - Teachers of the Year
 - Trail Master of the Year
 - Printing tickets and programs
 - Collecting ticket fees
 - Choosing and ordering the banquet dinner from local caterer
 - Ordering materials (plaques, linens, and flowers)
 - Securing volunteers to help setup the banquet hall and serve food to the guests
 - Coordinating the servers (cheerleaders and SGA members) at the banquet
- **July 4th Celebration (City of Opp) – 2011-present**
 - Designing and creating
 - Ads for social and local media (2012-present)
 - Signage
 - Operations
 - Ordering all food and condiments (2012-2014)
 - Securing the Pepsi wagon and ordering drinks (2012-2014)
 - Assisting with the schedule of events
 - Cooking and preparation of hotdogs (2011-2014)
- **Lew Childre Steel Guitar Concert - 2012-present**
 - Designing and creating
 - Posters/signs
 - Brochures
 - Programs
 - Banners
 - Sponsorship proposals
 - Ads for social and local media
 - Reserve seating passes and signs
 - Thank you cards

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SKILLED EXPERIENCE Continued

- Operations
 - Securing and collecting sponsorships (team effort between committee members)
 - Data entry in an Access Database for sponsorships
 - Treasurer (2013-2014)
 - Turning over all funds into treasurer (2015)
 - Organizing and creating the paperwork needed for the event
 - Contacting musical artists for their information (as needed)
 - Printing and distributing of posters and signs
 - Ordering and purchasing all items for the snack bar
 - Facebook Page administrator
 - Distribution of sponsorship package incentives
 - Assisted with media releases and scheduling promotional appearances (radio and TV)
 - Live interviews on TV and radio stations (local and out of town)
 - Money manager for the day of the event
 - Snack bar manager (setup/selling items, preparing hotdogs, brewing coffee, and clean-up)
- **Other local events – 2009-present – Did not organize the event(s), yet helped as needed/requested.**
 - Opp Fest – Downtown Redevelopment Authority (DRA)
 - Created/designed posters, banners, and ads
 - Point-of-contact for event information
 - Photographer
 - Scarecrows in the Park – Frank Jackson Trail Masters
 - Created/designed posters, banners, and ads
 - Point-of-contact for event information
 - Invitations and information packets
 - Assisted with media releases and scheduling promotional appearances (radio and TV)
 - Live interviews on TV and radio stations (local and out of town)
 - Memorial Day Service – City of Opp
 - Created/designed program (2010-2014)
 - Printed program

VOLUNTEER

- **Opp Benevolence Fund – 2010-present**
 - Operations
 - Meeting with individuals requesting assistance
 - Reviewing applications (private and sensitive information)
 - Contacting Benevolence Fund committee members and local churches
 - Distributing approved funds to designated locations
 - Money and account manager
 - Contacting local churches and organizations for contributions
 - Accepting payments from individuals that have received assistance



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VOLUNTEER Continued

- **Community Christmas - 2009-2014 (an extension of the Opp Benevolence Fund)**
 - Designing and creating
 - Applications
 - Information memos for schools
 - Developed a number system for each family and child in order to protect identity
 - Operations
 - Accepting and reviewing applications for approval
 - Contacting churches and individuals about their child sponsorships
 - Assigning children (number given) to the designated locations (no names are given)
 - Accepting donations specifically for Community Christmas
 - Data entry in an Access Database for applicants
 - Receiving all gifts (bagged and labeled) from sponsors
 - Shopping locally for all children that were not assigned – toys and clothes (varies each year)
 - Unloading and organizing toys to be bagged for each child
 - Organizing children's numbered bags by the assigned family number
 - Contacting all families about pick up date
 - Distribution of gifts to designated family member(s)
- **Covington Region Honor Flight (to Washington, D.C.) – 2013-present**
 - Designing and creating
 - Ads for social and local media
 - Name tags
 - Letters to veterans and guardians
 - Photo discs for all passengers
 - Thank cards for passengers and sponsors
 - Operations
 - Responsible for all applications
 - Data entry in an Access Database for the passenger manifest
 - Contacting all passengers by phone, email, or sending letters
 - Collecting donations (monetary and goods)
 - Conveying with other committee members (five members) on the ongoing progress
 - Assigning veterans to their guardians
 - Contacting/requesting our elected officials to meet their constituents at the WWII Memorial
 - Organizing and putting together the passengers' packets
 - Ordering shirts for all passengers
 - Hosting an orientation meeting before flight, along with other committee members
 - Paperwork manager for the day of the trip
 - Distributing all passenger packets before departing from home base
 - Roll call of all passengers throughout the day in D.C.
 - Photographer
 - Emailing photos to media upon return
 - Sending thank you cards and photo discs to all passengers

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EMPLOYMENT PROFILE

- ❑ **Opp & Covington County Area Chamber of Commerce – September 2009-present – Opp, Alabama**
 - Work-Study Student/Volunteer - Office Assistant - September 2009-September 2010
 - Full-time Office Administrator – September 2010-present
 - Managing and maintaining memberships
 - Data entry in an Access Database for memberships, events, and contacts
 - Scheduling and organizing chamber events, fundraisers, and ribbon cuttings
 - Organizing monthly board meetings for an eighteen member board of directors
 - Helping, as requested, members with their promotional needs
 - Telecommunications
 - Designed a brochure for Opp (available at rest stops and welcome centers throughout Alabama)
 - Assisting the City of Opp with events and other needs
 - Point-of-contact for information about Opp and upcoming events
 - Media releases and scheduling promotional appearances (radio and TV)
 - Live interviews on TV and radio stations (local and out of town)
 - Account manager and using QuickBooks for all financing needs
 - Managing and assisting with several events and fundraisers (see Skilled Experience)
 - Producing and mailing letters on behalf of the board president and directors
 - Creating email newsletters in Publisher
 - Designing ads for social and local media (chamber and members)
 - Photographer (as needed)
 - Katie Wyatt Fuller, Board Vice President (2016-2017)
609 Florala Highway, Opp, Alabama 36467
(334) 493-2259
- ❑ **Sea Tow Lake Eufaula - March 2007 - July 2008 – Abbeville, Alabama**
 - Marketing and Sales
 - Visiting and encouraging businesses to offer and promote memberships
 - Distributing product literature
 - Point-of-contact for membership information for businesses and individuals
 - Assisting the owner/operator with events
 - Traveling inside designated radius of service area
 - Captain Lee Padgett, Owner/Operator
6325 Highway 95 North, Abbeville, Alabama 36310
(334) 585-2555
- ❑ **Wiregrass Commons Mall - December 2004 - April 2006 – Dothan, Alabama**
 - Customer Service Representative
 - Telecommunications
 - Issuing gift cards/certificates
 - Money management
 - Point-of-contact for event and store information
 - Training new employees within six months
 - Assisting the marketing director as needed with office work and events
 - Lynne Dickerson, Marketing Director
900 Commons Drive, Dothan, AL 36303
(334) 792-5999

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EDUCATION ACHIEVEMENTS

- ❑ **Samson High School – Samson, Alabama**
 - 4-H State Council 2002-2003
 - Graduated 2003
- ❑ **Lurleen B. Wallace Community College – MacArthur Campus - Opp, Alabama**
 - **Associate in Applied Science – Computer Science Degree**
 - Graduated 2010 with honors
 - Phi Theta Kappa
 - National Technical Honor Society

RECOMMENDATION LETTERS

Available upon request

- ❑ **Dr. Jason Cain**
 - President, Opp Chamber of Commerce Board of Directors 2015-2016
 - Coordinator for Student Support Services, Lurleen B. Wallace Community College
- ❑ **Judy McLaney, M.C.S**
 - Computer Science Instructor, Lurleen B. Wallace Community College
- ❑ **Greg White, CPA**
 - Chairman, Covington Region Honor Flight
- ❑ **Harold Dubose**
 - PowerSouth Energy Cooperative
- ❑ **Ann Cauley**
 - Director of Operations, Hardee's (Paradigm Investment Group, LLC)
- ❑ **Denise Meeks**
 - Director of Brand Image & Events, Hardee's (Paradigm Investment Group, LLC)
- ❑ **Kenn D. Howell**
 - Howell Insurance Agency
 - Opp Rattlesnake Rodeo
- ❑ **Marvin McCullough**
 - Director, Opp Chamber of Commerce
- ❑ **Melinda Hall**
 - Past Director, Opp Chamber of Commerce
 - City President, CCB Community Bank – Opp Branch

REFERENCES

- ❑ **Dr. Jason Cain**
 - Coordinator of Student Support Services, Lurleen B. Wallace Community College
 - Past President, Opp Chamber of Commerce Board of Directors 2015-2016
 - Email: jcain@lbwcc.edu Phone: (334) 493-5363
- ❑ **Harold Dubose**
 - PowerSouth Energy Cooperative
 - Email: harold.dubose@powersouth.com Phone: (334) 427-3000 or (334) 488-4675
- ❑ **Katie Wyatt Fuller**
 - CCB Community Bank
 - Current Board Vice President, Opp Chamber of Commerce
 - Email: kfuller@bankccb.com Phone: (334) 493-2259
- ❑ **Jay Spurlin**
 - Owner, S & P Communications
 - Past Board President and Current Board Member, Opp Chamber of Commerce
 - Email: jay@spcopp.com Phone: (334) 493-6729