

EMILEE KATRINA GAGE

QUALIFIED OBJECTIVE

Mid-level to high-level professional that has proficient experience in a fast-pace environment demanding technical, telecommunication, interpersonal, and innovative skills. I possess the confidence to deliver on all levels of business organization, discreteness, 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**
 - o Access
 - o Excel
 - o Outlook
 - o PowerPoint
 - o Publisher
 - o Word
- ☐ **Other Software Applications**
 - o Intuit QuickBooks
 - o Print Shop
- ☐ **Innovative Technology**
 - o Apple iPad & iPhone
 - o Network Mapping
 - o Photography
- ☐ **Components**
 - o Sharp Copy Machines
 - o Xerox Copy Machines
- ☐ **Social Networking**
 - o Facebook/Facebook Pages
 - o Instagram
 - o Twitter

ACQUIRED KNOWLEDGE

- ☐ Event Management
- ☐ Promotions and Marketing
- ☐ Member Relations
- ☐ Public Relations
- ☐ Communications
- ☐ Office Management
- ☐ Social Media Management
- ☐ Telecommunications
- ☐ Public Speaking
- ☐ Volunteerism

SKILLED EXPERIENCE

- ☐ **Opp Christmas Parade**
 - o 2009-present
- ☐ **Opp Rattlesnake Rodeo Beauty Pageant**
 - o 2010-Present
- ☐ **Opp Rattlesnake Rodeo**
 - o 2010-present
- ☐ **Opp Hall of Fame Induction Ceremony and Membership Banquet**
 - o 2010-present
- ☐ **July 4th Celebration**
 - o 2011-present
- ☐ **Lew Childre Steel Guitar Concert**
 - o 2012-2015
- ☐ **Opp Fest***
 - o 2009-present
- ☐ **Scarecrows in the Park***
 - o 2009-present
- ☐ **Memorial Day Service***
 - o 2010-2014

Events that have an asterisk (*) indicates that I did not assist with organizing the event, yet helped as needed or requested.

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309 SPIVEY CAMP ROAD
KINSTON, ALABAMA 36453

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

VOLUNTEER

- ❑ **Opp Benevolence Fund**
 - 2010-present
- ❑ **Community Christmas**
 - 2009-2014
- ❑ **Covington Region Honor Flight (to Washington D.C.)**
 - 2013-present

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
 - Producing and mailing letters on behalf of the board president and directors
 - Designing ads for social and local media (chamber and members)
 - Photographer (as needed)
 - Dr. Katie Wyatt Fuller, Board President 2016-2017, (334) 493-2259
609 Florala Highway, Opp, Alabama 36467
- ❑ **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, (334) 585-2555
6325 Highway 95 North, Abbeville, Alabama 36310
- ❑ **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, (334) 792-5999
900 Commons Drive, Dothan, AL 36303

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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**
 - Former Chairman, Covington Region Honor Flight
- ❑ **Harold Dubose**
 - PowerSouth Energy Cooperative, Retired
- ❑ **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**
 - Director, Opp Chamber of Commerce
 - City President, CCB Community Bank – Opp Branch

PROFESSIONAL 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
- ❑ **Melinda Hall**
 - CCB Community Bank
 - Current Board President, Opp Chamber of Commerce
 - Email: mhall@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
- ❑ **Joe Richburg**
 - Owner, J.R.'s Lawnmower Shop
 - Past Board President and Current Board Member, Opp Chamber of Commerce
 - Email: joe@jrsmowers.com Phone: (334) 493-9645